SIKKIM



GAZETTE

GOVERNMENT

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TOURISM & CIVIL AVIATION DEPARTMENT PARYATAN BHAWAN, GOVERNMENT OF SIKKIM METRO POINT TADONG, GANGTOK-SIKKIM.

No. 01/DoT&CAv

Date: 04/03/2025

NOTIFICATION

In exercise of the powers conferred by sub-section (1) of section 29 of The Sikkim Registration of Tourist Trade Act, 2024 (23 of 2024), the State Government hereby makes the following rules, namely: -

CHAPTER-I

PRELIMINARY

Short title, 1. extent and commencement.

- (1) These rules may be called The Sikkim Registration of Tourist Trade Rules, 2025.
- (2) They shall extend to the whole of Sikkim.
- (3) They shall come into force at once.

Definition

- 2. In these rules, unless the context otherwise requires: -
 - (a) "Act" means the Sikkim Registration of Tourist Trade Act, 2024;
 - (b) "Adventure tourism" means the movement of the people from one to another place outside their comfort zone for exploration or travel to remote areas, exotic and possibly hostile areas. Adventure tourism is a type of tourism in which tourist do some adventurous activities like as Trekking, paragliding, hot air ballooning, river rafting, Mountain biking, skydiving, hill climbing, expedition etc.
 - (c) "AICTE" means All India Council for Technical Education;
 - (d) "Air, Water, Land Activities" means any adventure tourism activities that is undertaken at these areas:

- (e) "ATV" (All-Terrain Vehicle) means a motorized off-highway vehicle designed to travel on four low-pressure or non-pneumatic tires, having a seat designed to be straddled by the operators and handlebars for steering control;
- (f) "Birdwatching Guide" means a person who lead and explain to bird enthusiast and tourist in a natural surrounding for sighting of birds;
- (g) "Bungee jumping" means the activity of leaping from a high place while secured by a long nylon-cased rubber band around the ankles;
- (h) "department" means the Tourism and Civil Aviation Department;
- "Field staff members" means the on-ground personnel responsible for guiding, assisting and ensuring the safety and wellbeing of a client;
- "Hand gliding" means a sport or activity of flying using an unpowered flying apparatus consisting of a frame with fabric aero foil stretched over it;
- (k) "High altitude Porter (HAP)" means a person employed to carry supplies on a mountaineering expedition of heights above 4500Meter:
- (I) "High Altitude Trekking" means trekking tours above 4500 Meter;
- (m) "Hot air ballooning" means a large bag filled with hot air or gas to make it rise in the air, typically one carrying a basket of passengers;
- (n) "IHCAE" means Indian Himalayan Centre for Adventure and Eco Tourism:
- (o) "IITTM" means Indian Institute of Tourism and Travel Management;
- (p) "IMF" means Indian Mountaineering Foundation;
- (q) "Kayaking" means a fun activity that involves moving through water in a small water vessel with the aid of a double-bladed paddle;
- (r) "Leasing Authority" means the officers from the Assets cell of the department who shall deal with matters related to leasing of assets with prior approval of the competent authority or the Government as the case may be;
- (s) "Low Altitude Trekking" means below 4500 Meter;
- (t) "Mountain biking" means the sports or activity of riding a mountain bike, particularly off- road;
- (u) "Mountain Expedition" means arrangement to allow extreme mountaineers the freedom to explore the Himalayas for an extended period of time as they reach their destination;
- (v) "NIWS" means National Institute of Water sports;
- (w) "Paddle Boat" means a small recreational boat powered by paddles that turn a paddle wheel:

- (x) "Paragliding" means the recreational and competitive adventure sport of flying paragliders: lightweight, free-flying, foot-launched glideraircraft with no rigid primary structure;
- (y) "Para Jumping" means the act of jumping from a high point, such as an aircraft and using parachute to control descent to the ground;
- (z) "Principal Tour Operator" means a travel company that directly creates, organizes and sells travel packages, including transportation, accommodation and activities. They directly contract with service providers, take responsibility for the package and operate under their own brand;
- (aa) "River rafting" means recreational outdoor activities which use an inflatable raft to navigate a river or other body of water;
- (bb) "Rock climbing" means a sport in which participants climb up, across or down natural rock formations or indoor climbing walls;
- (cc) "Public relation agency" means a company that manages a brand's reputation and media coverage;
- (dd) "Skiing" means an action of travelling over snow on skis, especially as a sport or recreation;
- (ee) "Tendering Authority" means the Committee or the Authority who takes decisions on tendering of the asset depending upon the size and value of the property proposed to be leased;
- (ff) "Tour guide" means a person who takes tourists or travellers on sightseeing and provides assistance and information regarding the places of visits and tourist destination;
- (gg) "Trekking" means organized movement of a person or a group in a specific route or trail in mountains and wilderness;
- (hh) "Trekking guide" means a person who lead trekkers through trekking route white sharing extensive knowledge about flora, fauna and inhabitant of an area in Himalayas;
- (ii) "Ultra craft or micro light flying" means an extremely light and small aircraft with a very small engine, designed to carry only one or two people;
- (jj) "Zip line" means a cable or rope stretched between two points of different heights from which a person slide for amusement by means of a suspended harness, pulley or handle.

CHAPTER-II

REGISTRATION AND RENEWAL OF TOURISM ENTITY

Registration of tourism entity

- 3. (1) A Tourism Trade Operators intending to obtain registration may apply to the prescribed Authority for registration.
 - (2) The prescribed Authority after carrying inspection and after satisfying himself that the tourism operator has fulfilled the conditions of registration may get it registered.
 - (3) The Prescribed Authority shall grant a certificate which authorizes a person or an entity to conduct business or operations in tourism sector in designated locations or area, complying with the prescribed policies, Standard Operating Procedures (SOPs), guidelines and directions as may be notified from time to time under these rules.

Certificate of Registration

4. The Prescribed Authority shall, unless registration is refused under rule9, direct that the name and particulars of the tourism entity and the tourism entity operator be entered in the register maintained for this purpose and shall issue a certificate of registration to tourism entity operator in the prescribed Form- as the case may be, within the period of 30 (thirty) days from the date of receipt of application.

Mandatory Registration and obtaing certificate of commencement of tourism business.

 (1) Any person intending to run a tourism entity shall, before applying for trade license from the concerned departments or agencies, apply for registration with the department mandatorily;
 Provided that any person already operating a tourism entity

without registration with the department is required to submit application form for registration and certificate of commencement to the department within 30 (thirty) days from the commencement of these rules.

- (2) The department after inspection of the tourism entity and on being satisfied with compliance of the provisions of the Act, rules, notifications, guidelines and standard operating procedures may issue certificate of registration for obtaining Trade licence from the concerned authority or department. Commencement of business certificate in the tourism entity will be issued by the tourism Department subject to submission of trade licence from the concerned authorities.
- (3) Every application made under sub-rule (1) shall be disposed off within a period of 30 (thirty) days from the date of receipt of application.
- (4) No person shall run a tourism entity unless it is registered in accordance with the provisions of these rules. Any person found operating business or trade in contravention of the provisions contained in these rules shall be declared defaulter under these rules.

Process of application for registration, enlistment and renewal thereof-

- 6. (1) Any person who intends to file for registration of his tourism entity shall submit an application form along with the requisite documents before the prescribed authority, namely: -
 - (a) Certificate of Identification or Sikkim Subject Certificate or Residential Certificate (wherever applicable);
 - (b) Proof of property ownership;
 - (c) Approved blue print;
 - (d) Personal Account Number Card;
 - (e) Aadhar Card;
 - (f) Education certificate in respect of Travel Agent;
 - (g) Qualification /Experience certificate in case of specialised tourism activities.
 - (h) NOC from respective department as prescribed in the application form.
 - (2) Any society, trust, firm, company, partnership firm, partnership company or any such tourism entity registered outside the State, who intends to run or operate a tourism trade in the State shall be permitted on need basis after making the required fee has to be enlisted with the Department on submission of following requisite documents, namely: -
 - (a) identity proof or documents of owner, manager, person governing business, as provided in the Article of Association of a Memorandum in respect of society or trust or firm or company.
 - (b) agreement or undertaking drawn for carrying out operations,
 - (3) Every tourism entity operator shall renew his tourism entity on or before the expiry of the tenure of registration by submitting an application along with the requisite document such as: -
 - (a) filing of returns;
 - (b) audited accounts statement;
 - (c) annual report before the prescribed authority:

Provided that the initial registration certificate shall be valid for a period of one year from the date of its registration and all entity shall renew their certificate annually thereafter

Acknowledgement 7. of the application

The Prescribed Authority or his authorized person shall, on receipt of the application along with the prescribed fee, acknowledge the receipt thereof indicating the date on which the application is submitted by the applicant, date of receipt and the amount of the fee received along with the application.

Provisional Registration Certificate for Project Level Establishment

- 8. (1) Any person or entity who applies for registration of hotel and resorts which are under construction shall be given a provisional registration certificate for a maximum period of 3 (three) years or till the completion of the project whichever is earlier.
 - (2) Any person or entity who has filed for registration shall be given a provisional registration certificate upon fulfilment of prescribed terms and condition and submission of requisite document with a validity of 3(three) years or completion of the project whichever is earlier.
 - (3) Above provisional registration certificate shall be granted, after the documents are verified with the receipt of clearance from other State Department and agencies, namely: -
 - (a) Urban Development Department/ Gangtok Municipal Corporation;
 - (b) Fire Department;
 - (c) State Pollution Control Board; and
 - (d) Health and Family Welfare Department;

Refusal or cancellation in respect of registration or renewal thereof

- (1) The Prescribed Authority may refuse registration of any tourism entity under Section 3 of the Act on any of the following grounds, if, -
 - (a) the tourism entity operator is found to be in unlawful possession or under his control of any explosive substance of a nature likely to endanger life or cause serious injury to property;
 - (b) the premises of the entity do not conform to the prescribed standards:
 - (c) the tourism entity operator is found running illegal business and /or other prohibited business under the law;
 - (d) the tourism entity operator has been declared an insolvent by a court of competent jurisdiction and has not been discharged;
 - (e) the tourism entity operator is convicted of any offence under the Arms Act 1959, till the elapse of 3 (three) years from the date of conviction;
 - (f) the tourism entity operator is convicted of any offence punishable under the Sikkim Anti-Drugs Act 2006 and 3 (three) years have not elapsed since the expiry of the sentence imposed upon him;
 - (g) the tourism entity operator is convicted of any offence under Immoral Traffic Prevention Act, 1956 and 3 (three) years have not elapsed since the expiry of the sentence imposes upon him/her,

- (h) the tourism entity employs child labour contravening the provisions of the relevant laws in force;
- in the opinion of the Prescribed Authority, there is sufficient ground for refusal, the tourism entity operator does not follow the safety precautions or do not possess technical qualifications in case of adventure sports operations;
- (j) the tourism entity operator fails to renew the certificate of registration,
- (k) any complaint of simple or serious offence or repeated non- compliance of the provisions of the Act is received and proved against the tourism entity operator,
- (I) the tourism entity operator breaches any of the provisions of the Act or rule or commits any offence punishable under any law which provides for prevention of hoarding, smuggling, profiteering or adulteration of food or drugs or corruption and 3 (three) years have not been elapsed since the completion of the sentence imposed upon him;
- (m) the tourism entity operator contravenes the standard operating procedure and the business or operation is not compliant with the rules, guidelines, orders, notifications and other legislative instruments made under this rule;
- (n) the tourism entity operator is declared defaulter by the Prescribed Authority.
- (2) No application for registration shall be refused unless the person applying for registration has been given a reasonable opportunity of being heard:
 - Provided that the reason is to be recorded in writing for refusal of registration.

- Power of inspection of the premises by the Prescribed Authority
- 10. The Prescribed Authority or Enforcement Officer shall have power of inspection of all tourism entity under section 31 and under subsection (2) of section 32 of the Act on any of the following grounds, namely: -
 - (a) the Prescribed authority or Enforcement officer shall have power of inspection of the premises without any search warrant from the Magistrate or Court of law before issuance of the registration to the entity in the register for his satisfaction at any convenient and reasonable time;
 - (b) the Prescribed Authority or Enforcement Officer shall also have power to enter into premises to confirm whether the provisions of the Act are implemented by such tourism entity conducting the tourism trade or delivering tourism services in the manner envisaged. Such officer may require the production of any documents kept by the hotel for verification of compliance, commensurate with the provisions of the Act and the rules made herein of;

(c) the Prescribed Authority shall have the power of inspection of the premises, if the complaint is received in writing for involvement of any offence defined under these rules without search warrant.

Power of Seizure and impose fine

11. The Prescribed Authority or Enforcement officers or any of the authorized person shall, have the power of seizure of any articles or any materials of offence during the inspection, as defined under the Act as materials for evidence for subsequent trial and if the Prescribed Authority or authorized person has found anything in contravention and violation of the Act and any of the rules, Prescribed Authority shall impose the fine.

Seized articles to be kept in safe custody

12. After the seizure of the seized articles, it shall be kept in safe custody of the Prescribed Authority or may be forwarded to the concerned police station for next course of action as the case may be-

Provided that if no application is presented, claiming the rightful ownership of the seized article, for recovery of possession of such article within 3 (three) months from the date of seizure, the ownership of such article shall vest with the Government. The Prescribed Authority shall have the power of public auction of such seized articles and the revenue so collected shall be credited in the exchequer of the Government.

Supply of Seizure

13. After the seizure, a copy of the seizure memo shall be supplied from whom the article was seized.

Removal of the name from the register, cancellation and deregistration

14. (1) The Prescribed Authority may, by order, remove the name of a tourism entity from the register and cancel or de-register the registration on any of the following grounds, if;

- (a) the tourism entity ceases to operate for more than 2 (two) years from the date of registration and non-renewal for the period of 2 consecutive years;
- (b) any complaint of serious or grave offence is received and proved against the tourism entity;
- (c) the tourism entity is found to be in illegal possession of any explosive substance and other articles forbidden by law;
- (d) the tourism entity operator is involved, arrested and convicted under any law within the State of Sikkim and within the territory of India;
- (e) the tourism entity has been declared insolvent by a court of Competent Jurisdiction and has not been discharged:
- (f) the tourism entity does not comply with the rules prescribed in respect of health requirement, safety rules, notified directives, standard operating procedures, in appropriate behaviours of his manpower or staff, deviation from required protocols.

(2) Any tourism entity, the name of which is removed from the register under sub-rule (1), shall forthwith cease to operate.

Procedure for removal, Cancellation and deregistration.

15. The Prescribed Authority may issue summons and show cause notice to the offender by giving at least 15 (fifteen) days' time to file their reply and thereafter, the Prescribed Authority shall hear the matter in person and shall pass an order accordingly of his finding. The summons and show-cause shall be issued by way of registered post service or by way of service personally with acknowledgement of the receipt through the authorized person of the Prescribed Authority:

Provided that no order shall be passed without giving an opportunity of being heard and in the default of the appearance of the offender, the Prescribed Authority may pass an ex-parte order against the offender.

Procedure for Cancellation and refund

- **16.** In case of cancellation of advance reservation by the guest or tourist, the charges refundable shall be in the following manner: -
 - (a) cancellation before 72 hours from the date and time of arrival, 50% of the advance amount:
 - (b) cancellation before 48 hours from the date and time of arrival, 25% of the advance amount:
 - (c) cancellation before 24 hours from the date and time of arrival, 10% of the advance amount:
 - (d) no refund for cancellation within 24 hours from the date and time of arrival.

Constitution of a committee

- 17. (1) The State Government may, by notification in the Official Gazette, constitute a committee for the purpose of classification or gradation of Hotel, TravelAgent, Tour Operators, Homestays, Bed and breakfast.
 - (2) The Committee constituted under the provision of these rules, shall after duly examining the application and particulars furnished therein, recommend to the Prescribed Authority for award of Grades to the Hotels, Travel Agents, Homestay or any other Tourism entity, as the case may be.
 - (3) The Prescribed Authority or any other person authorized by him on his behalf or any other lawful authority may within the tourist area inspect at all reasonable times, the premises in which a dealer or travel agent carries on his business or any premises where a hotel or homestay is operated and require such dealer, travel agent, or hotel-keeper to produce any document kept in pursuance of these rules for inspection. The Prescribed Authority may or may not inform the hotel-keeper, the proprietor of tourism entity of the programme of such inspection:

Provided that the revision of rates shall normally be allowed once in a year unless there are sufficient grounds to the satisfaction of the Prescribed Authority to revise the rates before the expiry of 1 (one) year.

Display of information and maintenance of registered documents

- **18.** (1) Every registered tourism entity operator or keeper shall maintain the following books and register, approved by the Prescribed Authority, namely: -
 - (a) Complaint/suggestion book to be kept at the reception counter.
 - (b) Guest/tourist visitor register.
 - (c) Bill book duly numbered in duplicate: and
 - (d) Receipt book duly numbered in duplicate for receipt of Payments/advance.
 - (e) The tourism entity operator shall not allow the entry of the guest or tourist in the hotel room unless his particulars or ID Card is entered in the guest registration register.
 - (2) Rate list of eatables to be displayed on a separate notice board.
 - (3) The hotelier shall keep the record of identity card of the guest, tourist or visitors, at least for 3 (three) months.
 - (4) The checkout time of hotel shall be 12.00 noon.
 - (5) Every registered travel agent shall maintain the following book and registers as approved by the Prescribed Authority, namely: -
 - (a) visitors register;
 - (b) bill book duly numbered in duplicate; and
 - (c) receipt book duly numbered in duplicate for payments/ advance
 - (6) Every registered travel agent shall display the following Information at a conspicuous place, namely: -
 - (a) Registration Certificate;
 - (b) Certificate of Travel and Tourism;
 - (c) Management Training/Capacity Building, etc.

Procedure for an appeal against the order of Prescribed Authority

- **19.** (1) Subject to the provision of the Act, an appeal shall lie from order of the Prescribed Authority under the Act to the Appellate Authority.
 - (2) Every such appeal shall be preferred within 30 (thirty) days from the date of communication of the order:

Provided that the Appellate authority may entertain an appeal after the expiry of the said period of 30 (thirty) days if it is satisfied that the Appellant was prevented by sufficient cause from filing it within the prescribed time limit.

- (3) The appellant shall have a right to appear through a counsel and the Prescribed Authority may be represented by such officer or person or a counsel as the Government may appoint.
- (4) On the receipt of any appeal, the Appellate Authority shall give the appellant and respondent a reasonable opportunity of being heard and after making such enquiry as it deems proper, dispose off the appeal for reason to be recorded.
- (5) The proceedings before the Appellate Authority shall be completed within 3 (three) months of its institution. However, time may be extended after giving the reason in writing.

Powers of Prescribed Authority and Appellate Authority

- 20. The Prescribed Authority and Appellate Authority shall have the powers of a Civil Court under the Code of Civil Procedure 1908 (5 of 1908) in respect of the following matter, namely: -
 - (a) summoning and enforcing of attendance of the complainant made under the Act and witness required in connection therewith;
 - (b) compelling the production of any document;
 - (c) examining witnesses on oath, and
 - (d) may summon and examine Suo-moto any person whose evidence appears to be material

Explanation: For the purpose of enforcing the attendance of witnesses and other persons mentioned above, the local limits of the jurisdiction of the Prescribed Authority extends to the whole of the State of Sikkim.

Registration fee

21. The registration fee in respect of issuance of Registration Certificate under the Act shall be such as maybe notified from time to time in the Official Gazette.

Procedure for institution of proceeding

22. A person shall be liable for the proceeding, if he defaults for payment of fine imposed by the Prescribed Authority or contravenes any of the provisions under the Act and rules or both. The Prescribed Authority or his authorized person may proceed with the institution of the proceeding before the competent Court of law by filing complaint under the provision of Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023 or by filing complaint before the Police Station for registration of the criminal case against the offender.

Period for the payment of fine

23. The offender shall pay the fine imposed by the Prescribed Authority instantly to the Prescribed Authority or his subordinate officer duly authorized by him through bank receipt or challan deposited in the revenue head of the Tourism & Civil Aviation Department after recording in writing the reasons that may give time within 5 (five) days from the day of receipt of notice for payment of such fine.

Obtaining duplicate copies of certificate of registration

24. If the certificate of registration or renewal of registration is destroyed, damaged or lost, the tourism entity operator shall lodge First Information Report (FIR) for the same and submit the First Information Report copy along with the application to the prescribed authority for obtaining the duplicate copy. The Prescribed Authority after verifying the same, shall issue a duplicate certificate on payment of fees.

CHAPTER-III

PROCEDURE FOR REGISTRATION OF TOURISM ENTITIES

Application for Registration of a Dealer

- 25. (1) Any person intending to carry on business as dealer under the Act shall before the commencement of such business; apply for the registration in the Form I.
 - (2) Any person, already carrying on the business of selling any article shall apply for registration and certificate of commencement under the Act within a period of 30 (thirty) days from the date of commencement of these rules:

Provided that the operation of the business shall have a permanent stall or kiosk located at designated tourist areas.

Application for Registration of Hotel/ Restaurant/ Resort

- **26.** (1) Any person intending to operate a hotel/restaurant/resort shall, before operating, apply for registration to the Prescribed Authority in Form II.
 - (2) Every application made under sub-rule (1) shall be disposed off within a period of 30 (thirty) days from the date of receipt of the application failing which the application shall be deemed to have been accepted for registration, unless, reasons to be recorded for delay of proceeding.
 - (3) Notwithstanding anything contained in sub- rule (1) any person or tourism entity operator already operating or running a hotel/ resort, shall apply for registration within 1 (one) month from the date of commencement of these rules.

Application for Registration of Bed and Breakfast Accomadation

27. Any person intending to carry on business as Bed and Breakfast under the Act shall, before applying for trade Licence or commencement of such business, apply for the registration with the Department of Tourism and Civil Aviation to the Prescribed Authority in Form —III.

Registration and Certificate of Commencement for Bed and Breakfast Accommodation

28. Any person already operating Bed and Breakfast accommodation on the date of commencement of these rules shall apply for registration and certificate of commencement within 30 (thirty days) from the date of commencement of these rules on submission of trade licence from the concerned authorities.

Conditions for operating Bed and Breakfast accommodation.

- 29. For operating a bed and breakfast accommodation, the following conditions shall be followed, namely; -
 - (a) Owner-occupied property: The owner typically lives in the premises and may rent out few rooms (usually 3 to 6 rooms). If the applicant is not the owner, his family should be residing in the premises and he is required to produce a No-objection Certificate (NOC) from the owner for running the establishment.
 - (b) Zoning Laws: Ensure the property is in an area where running a Bed and Breakfast is allowed.
 - (c) Health and Safety regulations: The property shall meet local health and safety standards, including fire regulations and hygiene standards for serving food.
 - (d) Food and Charges: The type of food served and the charges shall be displayed in advance and communicated to visitors.
 - (e) Inspection: The applicant shall be ready for inspection at any time, and any request for deferment shall not be accepted.
 - (f) Visitor records: The applicant or owner must maintain a list of visitors, including their names, photo ID, address and check-in and check-out dates.
 - (g) Feedback and complaints: The applicant or owner must keep feedback and complaint book for officials to use during visit.

Application for Registration of homestay

30. Any owner of a private house intending to run homestay having requisite documents to show ownership of land/house located basically in a rural area of the State shall mandatorily apply for registration to the Prescribed Authority in Form-IV. The prescribed Authority before registering such homestay shall ensure the physical verification of the location facilities, surrounding environment, hygiene, cleanliness, security, architecture designs, safety of tourist and local cuisine.

Process of application for registration of homestay

31. The Prescribed Authority shall, on receipt of the application along with prescribed fee and requisite documents, acknowledge the receipt thereof indicating the date on which the application is submitted by the applicant, date of receipt and amount of fee received with an application. On receipt of the application the prescribed authority shall inform on physical verification of the homestay to the applicant.

Eligibility

- 32. The following shall be the eligibility criteria for registration of homestay units, namely; -
 - (1) Any individual or his family who own a house of good condition basically in rural areas and can spare at least one room and maximum of 5 (five) rooms exclusively for tourist accommodation and who agree to provide basic minimum infrastructure, standards and provide basic assured services.

- (2) Only those house owner or promotor are eligible who along with his family is physically residing in the same homestay unit.
- (3) the homestay should conform to traditional and ethnic architecture preferably using local materials like wood, bamboo and stone.
- (4) At least one member of the family should be able to communicate in English or Hindi.
- (5) Homestay operator should have knowledge on tourism and history of Sikkim.
- (6) Accommodation under the scheme would mean room accommodation of minimum standard sizes with attached toilet facility reasonably furnished and ready for letting out to the tourist or guests. The standard size of double- and singlebedroom accommodation is 150 square feet and 100 square feet respectively and the size of the bathroom/ toilet should be a minimum of 36square feet.
- (7) Homestay units should have easy access from the road by footpath in good condition.
- (8) Homestay units are also permitted to function in separate units next to the main block in the premises of the owner, provided it is conveniently located for the ease and comfort of the tourists.
- (9) The homestay unit must have minimum of one room for letting out and maximum 5 (five) rooms with attached toilets. Houses which are rented are not eligible for the same.

Code of conduct 33. and responsibility for running homestay unit

- (1). Every homestay shall follow guidelines framed, maintain the basic infrastructure and quality standards and adhere to the Code of Conduct. A copy of these shall be provided and explained to him at the time of registration.
- (2). Homestay units shall submit an undertaking in a prescribed format in Annexure IX for fulfilling the terms and conditions of running a homestay unit and willingness to undergo any training programme conducted by the department or service providers.

General terms and conditions for approval and registration of homestay units

- 34. The following terms and conditions shall be taken into consideration for approval of registration, namely: -
 - (a) every Homestay unit shall maintain clean and hygienic environment;
 - (b) floor surface shall be clean and in a good condition;
 - (c) comfortable bed with good quality linen and bedding;
 - (d) all guest rooms and bathrooms shall be clean, airy, pest free, damp-proof and with adequate ventilation;
 - (e) guest toiletries and bath towel, hand towel (minimum one) to be provided per guest;

- (f) Sanitary bin to be provided in each washroom;
- (g) Water supply shall be available for 24 hours;
- (h) Kitchen shall be well maintained, smoke free, hygienic, pest free and having good ventilation;
- (i) Proper garbage disposal management shall be made segregating wet and dry waste;
- (j) Every homestay unit shall immediately make vehicle arrangement to move the guest to nearest hospital or doctor if he gets seriously ill or demand it.

Basic assured quality in service to be provided in homestay units

- **35.** The basic assured quality services that a homestay should provide shall be as follows, namely: -
 - (1) All beds shall be minimum 6.5 feet in length and provided with mattress of sufficient thickness and comfort. Clean soft pillows and adequate clean blankets or quitts shall be provided according to the weather and season.
 - (2) Clean linen such as pillow cases and bed sheets and towels shall be provided.
 - (3) Adequate provision for storage of guest's luggage's, hanging clothes and sitting arrangements with reading and writing facility.

Upgradation of Homestay unit

36. Up-gradation of homestay units shall be considered for such units already functioning for a minimum period of 1 (one) year and registered under Tourism and Civil Aviation Department through fulfilment of criteria and facilities as prescribed by the department.

Process for application for registration of Holiday Home and Service Apartment

- 37. (1) Any person intending to run Holiday Home or Service Apartment under the Act shall before the commencement of such business apply for registration to the prescribed authority in the Form III.
 - (2) Any person already running the business of holiday home or service apartment on the date of commencement of these rules shall apply for registration within 30(thirty) days from the date of the issue of these rules.

Eligibality

- 38. It is mandatory that the Service Apartment or Holiday Home owner is the owner of the landed property where the unit is functioning or proposed to function. The following shall be the eligibility criteria for registration of Service Apartment or Holiday Home: -
 - (a) every Service Apartment shall be an independent, furnished home, preferably built in traditional Sikkimese architectural style within the State, making available a minimum of one room and maximum of 6 rooms or 12 beds for guests;
 - (b) a well-equipped kitchen preferably with a cook who is well versed in Hindi or English;
 - (c) an operator should be qualified and be able to communicate in

- English or Hindi and be of help to the guests;
- (d) the establishment should abide by the terms and conditions constituted by the department and should fulfil the requirements provided in the checklist.

Application for registration as outdoor photographer

39. Any person intending to carry out business as outdoor photographer in the designated tourist areas under the Act shall before the commencement of such business, apply for registration in the Form - V.

Certificate of registration

- 40. (1) The Prescribed Authority or his authorized person shall on receipt of the application along with the prescribed fee, acknowledge the receipt thereof indicating the date on which the application is submitted by the applicant, date of receipt and the amount of the fee received with the application.
 - (2) Every application made under sub rule (1) shall be disposed off within a period of 30 (thirty) days from the date of receipt of application and shall be deemed to have been accepted for registration, unless, reasons to be recorded for delay of proceedings.

General terms and conditions

- 41. (1) Registration or renewal shall be done by the Prescribed Authority through on-site evaluation by the Enforcement Officer of the facilities and services.
 - (2) Registration shall be done within 1 (one) month from the date of receipt of the application if the application is complete in all aspects.
 - (3) Once the homestay unit applies for registration, it should be ready for inspection by the enforcement officers at any time without prior notice. No request for date change shall be entertained.
 - (4) The units once registered should invariably maintain required standard at all time.
 - (5) Any deficiencies pointed out by the enforcement team need to be completed within the stipulated time. Failure to do so shall result in rejection of application.

An application for registration of Travel Agent and Tour Operator

- **42.** (1) Any person intending to carry out the business of a travel agent or Tour Operator in a tourist area shall apply for registration in Form VI.
 - (2) Every application made under section 6 of Sikkim Registration of Tourist Trade Act 2024 shall be disposed off within a period of 30 (thirty) days from the date of receipt of such application
 - (3) Notwithstanding anything contained in sub-section (1) any person

already carrying on the business of travel agent or tour operator on the date of commencement of these rules, shall apply for registration mandatorily within 30 (thirty) days failing which they shall be declared defaulter under these rules.

Standard
Operating
Procedures
(SOPs) for
Travel Agency
or Tour
Operator

- 43. The Prescribed Authority may issue a Standard Operating Procedure (SOPs) for all registered travel agencies and tour operators, by notification in the Official Gazette, outlining the process for applying for permits as under:
 - (a) all type of Tourist related permits; Restricted Area Permit / Protected Area Permit (RAP/PAP) to be issued by Tourism and Civil Aviation Department in order to streamline the Tourist traffic and to ensure their safety and to render quality service;
 - (b) all types of Restricted Area Permit /Protected Area Permit (RAP/PAP) shall be routed through a government registered Travel Agency listed in the official website in advance to facilitate guest to travel on time. However, the department at its discretion may change such mechanism as per the need of the hour through notification:
 - (c) certified or registered guide is mandatory while accompanying foreign nationals to the protected areas. One guide shall not be allowed to handle multiple groups of tourists at a time;
 - (d) the Travel Agencies or Tour Operators shall give required briefing to the driver or guide and the guest about information related to the tour like timing of tour, sightseeing places to be covered en-route, stoppage for tea and refreshment, weather updates etc.;
 - (e) guides should be well versed about tourist places, weather updates and road conditions of the area to be visited and same shall be informed to the guest before departure for the tour:
 - travel Agencies dealing with tour packages shall take full responsibility of their client in terms of providing services and rescue and evacuation in case of emergency;
 - (g) travel agencies or tour operators shall check the vehicle condition before convening the tour such as car tyres, luggage carriers, wipers, fog lights, horn. Only vehicles in good running condition shall be allowed to travel to protected areas;
 - (h) restriction of plying of small vehicles towards Jawaharlal Nehru or Rhenock-Gnathang road axis and Lachung; Yumesamdong; Lachen; Gurudongmar axis depending upon the tourist seasons, weather and road conditions;
 - (i) authorized bikes registered in the name of family member shall be allowed to ride in protected areas depending upon the case and situation;
 - (j) travel Agencies shall take the undertaking of tourist in writing

- while booking tour packages like vehicles and other services. They shall not charge their guests beyond Government notified rate:
- (k) the travel agency shall compulsorily instruct the tourist vehicle to carry a garbage bag.

CHAPTER IV

ADVENTURE TOUR OPERATOR

Application for registration of adventure tour operator

44. Any person intending to carry on adventure activity business as Adventure Tour Operator under the Act shall before applying for trade license for commencement of such business, apply for the registration with the department to the prescribe authority in Form-VII.

Eligibility Criteria 45.

- (1) All the Adventure Tour operator shall engage in adventure activities listed in Annexure – XIV for operating, submit prescribed Registration Form-VII duly filled along with required document(Sikkim Subject Certificate/Certificate of Identification or Residential Certificate), wherever applicable.
- (2) The minimum office space shall be at least 150 sq. ft in size. The office shall be located in neat and clean surroundings and equipped with telephone, fax and computer with computer reservation system etc. There shall be enough space for reception and easy access to toilets.
- (3)Adventure Tour Operators shall have a minimum of four qualified out of which at least one shall have Diploma or Degree in Tourism and Travel Management from a recognized University, like Indian Institute of Tourism and Travel Management (IITTM) and any institution approved by All India Council for Technical Education (AICTE) or should be trained from reputed specialized Institutes in Private or Public Sector. The owner of the firm shall be included as one of the qualified employees. Either, the Owner or Managing Director of the tourism entity himself or their Operations - Chief employed shall be well qualified in the activity where, the adventure operator wants to pursue, which is determined by certification by any national or international institute in the activity or minimum of eight years of practical experience. The academic qualifications may be relaxed in case of the other two staff members who are exceptionally experienced personnel in Airlines, Shipping, Transport, PR Agencies, Hotels and other corporate bodies and those who have experience of 2 (two) years.
- (4) The Adventure Tour Operator shall clearly indicate his specialization of activities or activity who wishes to pursue as business like trekking, water sports, aero sports, etc.

- (5) The Adventure Tour Operator shall have his own Adventure equipment as well as specialized trained staff.
- (6) The field staff members of the tourism entity must be qualified for the activity or must have minimum of 5 (five) years of practical experience. The staff member must obtain an Adventure certificate from the specialized organizations like Indian Mountaineering Foundation(IMF) (for Mountaineering or trekking), National Institute of Watersports (NIWS) Goa (for Water Sports/Aero sports, etc) and Indian Himalayan Centre for Adventure and Eco Tourism (IHCAE), Chemchey.
- (7) Field staff members of the company shall be qualified in First Aid and cardiopulmonary resuscitation(C.P.R) by Red Cross or equivalent body or Certificate Course conducted by the Adventure Sport Operators Association of India or any other Adventure Institute.
- (8) The tourism entity shall sign an undertaking for adherence to sustainable ecological practice and protection of environment in keeping with guidelines for eco-tourism and safety and security.
- (9) The agency shall maintain in its office premises all the maps and reference material concerning the activities it desires to pursue as business.
- (10) The tourism entity shall have printed brochures or website clearly describing its present activities, area of operation and its commitment to follow Eco Tourism guidelines.
- (11) The Adventure Tour Operator should clearly indicate the area of specialization in all their promotional and display material.

Roles and functions of adventure tour operator

- 46. Every Adventure tour operator and his employees after obtaining permission from Forest Department wherever necessary and after paying all camping and other fees levied in the respective Districts of their intended adventure activity, shall:
 - (a) have to carry appropriate equipment mentioned in Form VII before commencement of adventure activity;
 - (b) furnish the details of man power engaged on the trek or expedition or undertaking any adventure activity including guides for High Altitude Trekking(HAP), Low Altitude Trekking (LAP), cooks, tandem pilots and specialized guides;
 - (c) in case of any incident, immediately inform the local District Administrators, Police Station and concern District Tourism Officer;
 - (d) ensure that minimum 50% of the staff working under him involved in adventure activities shall comprises of local resident, having SSC or COI or Residential Certificate and trained in adventure activities;

- (e) be liable to carry out the operation strictly as per the standard operation procedure (SOP) stipulated for each type of activity throughout the period of operation;
- (f) ensure that the support team for the adventure activity are well equipped and are well trained on adventure activity to be carried out:
- (g) at all-time ensure strict compliance with these rules.

Standard Operation Procedures for adventure tourism operator

- 47. The Prescribed Authority may, by notification in the Official Gazette, issue standard operating procedures to all Adventure Sport Operators or Adventure Tour Operator for the purpose of conducting adventure activity and for issue of permit as under, namely:-
 - (a) safety guidelines for water sport, Aero sport, land base adventure which have to be followed by Adventure sport operators have been listed in Annexure - XIV. The Adventure sport operator shall ensure that safety guideline is strictly followed. In case the Adventure sport operator is making arrangement through sub-agents, it shall be the responsibility of the principal tour operator to ensure that sub-agents provide proper equipment to clients and all safety measure are followed;
 - (b) adventure sport operator may also ensure that his counterpart obtains an undertaking in prescribed form from the tourist that in case of any loss, damage or accident etc. the operator shall not be responsible and the client is covered by the Medical Insurance and should include the cost of repatriation fee if he is to continue the tour;
 - (c) insurance: Since adventure has an in-built risk factor, the clients and Adventure sport operator shall be covered by insurance with Special Contingency Policy which covers accidental deaths, loss of limbs or eyes and permanent or partial disability;
 - (d) adventure sports operators shall apply for all types of Restricted Area Permit or Protected Area Permit to be issued by the department and from other concerned departments as per the requirement in order to streamline the Tourist traffic and to ensure their safety and to render quality service;
 - (e) department shall not be responsible for any claims by the clients/tourist and Adventure sports operators.

Process for registration of guide

- 48. (1) Any person intending to register as Tour Guides or Trekking guide mountaineering guide or Birdwatching guide or Cultural guide or Butterfly Guide under these rules shall, before the commencement of such business apply mandatorily for the registration to the Prescribed Authority in the Form-VIII.
 - (2) Any person who is already a guide on the date of the commencement of these rules shall apply for registration within 30(thirty)days from the date of such commencement.

Eligibility criteria

- **49.** Any person may apply for registration subject to fulfilment of the following conditions, namely: -
 - (a) the candidate possesses Sikkim Subject Certification or Certificate of Identification or Residential Certificate;
 - (b) the candidate has completed the age of 18 (eighteen) years and above as on the date of application;
 - (c) the candidate has passed X (Ten) standard or has 5 (five) years of experience as a guide;
 - (d) the candidate is fluent in English;
 - (e) the candidate is trained from certified institute within the State or outside the state:
 - (f) the candidate has basic knowledge about safety and first aid.

Roles and responsibilities of registered guide

- 50. (1) Every registered guides shall at all-times: -
 - (a) adhere to Code of Conductas prescribedby the department.

 Any violation would lead to cancellation of registration;
 - (b) maintain the log book containing the details of tours during the time of renewal of registration;
 - (c) attend the refresher courses as and when department organizes.
 - (2) There shall be no retirement age prescribed for certified guides. However, after attaining the age of over 45 years, they have to go under physical fitness test and produce a medical certificate from a Registered Medical Practitioner (RMP) during the renewal of their certification.

Certificate of registration

- 51. (1) The Prescribe Authority or his authorized person shall, on receipt of the application along with the prescribed fee, acknowledge the receipt thereof indicating the date on which the application is submitted by the applicant, date of receipt and the amount of the fee received with the application.
 - (2) Every application made under sub rule (1) shall be disposed off within a period of 30(thirty) days from the date of receipt of application.

Renewal of registration

- 52. (1) The application for renewal of registration has to be submitted at least 1(one) month prior to the expiry of registration to the department. Any delay in submission of application for renewal registration will be accepted for a maximum period of two months from the expiry of registration.
 - (2) If the application for renewal of registration is not submitted within 2 (two) months after the expiry of registration, then the registration shall stand cancelled.

(3) Renewal of registration is subject to adherence to conditions specified in sub-rule (1) and (2).

Cancellation of registration

- 53. The registration shall be liable for cancellation if: -
 - (a) the guides are found violating registration condition including the failure on their part as a guide to maintain requisite standards of service delivery, unlawful activity, malpractices, misbehave with tourist/ or clients etc.;
 - (b) At any point of time, it is found that the candidate had submitted a false or fabricated certificates and documents;
 - (c) the guide acts in violation of Code of Conduct as specified by the department;
 - (d) Any complaint is received against the guide with regard to violation of rules.

Registration fee

54. The registration fee for adventure sports operators or guides shall be such as the State Government may, by notification, prescribe from time to time. The same shall be deposited or payable through a bank receipt or challan in the revenue head of Tourism & Civil Aviation department.

CHAPTER V

OFFENCES AND PENALTIES

Penalty for nonregistration

55.

- (1) Any person carrying on the business of tourism entity without proper registration under these rules or in violation of any of these rules shall be deemed to have committed an offence and shall be punishable by the Prescribed Authority with a fine of Rs. 10,000/ (ten thousand).
- (2) A grace period of 30 (thirty) days shall be given to all tourism entity for renewal of their registration failing which a fine of Rs.100 (hundred rupees) per day will be imposed to the defaulters:

Provided that a person, who has made an application within the prescribed period and is pending disposal shall not be a defaulter for the purposes of these rules.

Seizure and suspension of a tourism entity.

56. If any tourism entity operator is found contravening any of the provisions and conditions of registration issued under the Act and these rules, the officers so designated and authorized in this behalf by the prescribed authority, without prejudice to any other action that may be taken against him under the Act or rules made here -under, may seize the goods and suspend the operation of the unregistered or unauthorized tourism entity by written order.

Closure of operation of a Tourism entity.

57. The tourism entity operator failing to comply with any of the provisions of the Act and these rules shall be permanently barred from operating its business.

Penalty for making false statement during submission of details.

- 58. If any person required to make a statement or declaration or submit information as required to fulfil formalities under the provisions of these rules, wilfully makes a false statement, misrepresentation or suppresses a material fact with an intent to mislead the prescribed authority or fraudulently submits details which are incorrect, he shall be liable: -
 - (a) with a fine of Rs. 5000/- (five thousand) in the event of false address found during inspection. In the instance of change of address of an entity, the same shall be informed to the department through application within a week and same shall be updated in the certificate of registration accordingly.
 - (b) with a fine of Rs. 5000/- (five thousand), if an entity or person submits wrong or misleading documents during the time of registration.

Certificate and 59. documents to be produced before the prescribed authority or any person authorised on his behalf on demand.

- (1) Any person or entity registered under these rules, shall at all times, on demand by the prescribed authority or any person authorised on his behalf produce his documents required under these rules and more specifically documents evidencing compliance with tourism policies, rules and regulations and terms and conditions.
- (2) Any person or entity failing to produce his documents when called upon to do so shall be liable with a fine of Rs. 2,000 (two thousand).
- (3) A window period of 15 (fifteen) days shall be given to produce the documents failing which the prescribed authority shall have the power to deregister the registration certificate of such entity.

Obstructing lawful authorities

60. If any person, wilfully obstructs or offers any resistance to or otherwise interferes in the discharge of the functions of the prescribed authority or any officer authorized to exercise or perform duties entrusted to him in pursuance of the provisions of the Act or these rules, the Prescribed Authority may in suchcircumstances refer the case to the local police station. The repeated offences may lead to de-registration of the entities from the Tourism Department.

Penalty for carrying out unauthorized operations, activities and tourism
Trade

- 61. (1) If any person or entity are found to run unauthorized tourism trade, business, sell articles and offer services other than the activities for which the entity is registered, then in such cases they shall be liable with fine of Rs.5,000/ (five thousand) which may extend to Rs.10,000/- (ten thousand) considering the gravity of the offences.
 - (2) Repeated offences may lead to de-registration of certificate of registration from the Department or operation shall be barred.

Penalty for noncompliance with policies, standard operating procedures and protocols notified from time to time. 62. Any person or tourism entity operator who does not comply with policies, standard operating procedures, and directives made applicable in respect of any tourism operation, activity or commission or omission as notified shall be liable with a fine of Rs.5000/- (five thousand).

Penalty for misuse of tourism brand or logo

- 63. (1) If any tourism entity operator misuses the brand of Tourism and Civil Aviation Department without the permission or authorization under these rules, he shall be liable to penalty with fine not exceeding Rs.10000/- (ten thousand).
 - (2) In case of repeat offences, the certificate of registration shall be deregistered by the Prescribed Authority.

Penalty for charging excess fees by the tourism entity operator.

64.

66.

- (1) Every tourism entity operator shall submit the tariff levied on any tourism activity to the prescribed authority on the first day of every Financial Year.
- (2) Any person or tourism entity operator found to charge fees or fares in excess of tariff submitted to the department shall be liable with fine up to Rs. 10,000/- (ten thousand).
- (3) In case of repeat offenders, the prescribed authority may suspend or de-register his certificate of registration from the Department.

Penalty for proxy 65. operations

- (a). Certificate of Registration shall be non-transferable.
- (b). If any person or tourism entity operator who lends, transfers, sublets or assigns the certificate of registration issued under these rules, without permission in writing from the Prescribed Authority, he shall be liable for a fine of Rs.10,000/- (ten thousand).
- (c) Repeated offenders shall be de-registered after officially notifying such offenders by the prescribed authority.

Declaration of a defaulter

- (1) The Prescribed Authority may, on proof of complaint of malpractice or for any other offence committed under the Act or these rules including acts of commission or omission as mandated or detailed in the notified policies, rules and regulations and terms and conditions of operations, record such reasons to declare a tourism entity operator as defaulter for such period as the Prescribed Authority may deem fit after taking into consideration the nature of malpractice or the gravity of offence.
- (2) The defaulting tourism entity operator shall not be permitted to continue to function and operate as a tourism entity operator.

(3) The particulars of tourism entity operator declared as defaulter shall be exhibited at conspicuous places in all tourist areas or spots and notified to all travel, trade and other concerned organizations.

Place to hold enquiry

67. The Prescribed Authority or his authorized person may hold an enquiry under the Act at the place of his official Headquarter or at such place where the offence was detected or occurred or in such place as he may, deem fit and proper in the interest of enquiry.

CHAPTER VI

DIGITAL ONLINE SERVICES

Web-based platform and digital transactions

68. An online transaction platform in the form of a versatile and informative web portal for delivery of relevant information and associated services shall be instated which shall be constantly monitored, maintained and updated by a group of skilled and efficient information Technology team. This team shall be responsible for overseeing business specific transactions and resolving critical issues related to portal operations as well as business.

Development of online services

- 69. The following online services shall be made available to assist tourists and travellers, namely; -
 - (a) options for booking tickets online;
 - (b) accommodation booking services;
 - (c) access to travel-related services;
 - (d) the ability to view, select, and book bed and breakfast, such as service apartments and homestays and hostels packages for rural tourism and adventure activities;
 - (e) trekking opportunities;
 - (f) mountaineering expeditions;
 - (g) MICE (Meetings, Incentives, Conferences and Exhibitions) packages;
 - (h) health and wellness offerings, along with other tourism-related services:
 - (i) platforms for travel bookings, including options like Airbnb, Expedia, and car rentals;
 - (j) booking various tour packages for travellers;
 - (k) software applications and web portal services shall be developed to provide online services, including:
 - (i) issuing permits and travel cards;

- (ii) registering or renewing licenses for hotel restaurants, tour operators, adventure tour operators, homestays, bed and breakfast, service apartments and hostels;
- (iii) leasing tourism infrastructure and assets;
- (iv) managing assets by lessees;
- (I) lodging online complaints and requests for emergency assistance and rescue shall be provided via grievance.tourism@gmail.com.

Standard Operating Procedures (SOP's)

70. All official notifications, office orders, public advisories, and communications associated with procurements for information and adherence by the various stakeholders such as tourist entity, asset operators, vendors as well as visitors coming to Sikkim shall be made available by all the sections of the Department through official web portal of the department (www.sikkimtourism.gov.in).

Developing a sophisticated information and Communication Technology

71. The Government shall own data pertaining to tourists, tour operators, service providers, partners, logistics providers, and other stakeholders, stored within a secure infrastructure deemed suitable by the department. Appropriate security measures shall be enforced to ensure that the information is only accessible to authorized personnels with careful consideration given to data privacy and confidentiality.

Infrastructure for online tourism services

72. Appropriate measures shall be takenand an Information and Communication Technology (ICT) framework shall be developed to guarantee the availability of online services with the required levels of authenticity, reliability, efficiency and effectiveness.

CHAPTER VII

TOURISM SUSTAINABLE DEVELOPMENT FUND

Tourism sustainable development fund

73. There shall be established a Tourism Sustainability Development (TSD) Fund through collection of fees at the rate of Rs 50 per tourist. The fee shall be levied at the time of booking rooms at hotels, homestays or any other accommodation units in the State of Sikkim. The fee amount shall be such, as may be notified from time to time.

Purpose

74. The fund so collected shall be implemented to create additional value for guests through sustaining cultural traditions, upgrading infrastructures, and conducting training and mentorship for capacity building of tourism stakeholders and youths of the State.

Registration and 75. collection process.

- (1) The tourism sustainable development fund shall be collected from all tourists (domestic and international) during online/offline booking or during the time of check-in at the unit.
- (2) The fee shall be explicitly mentioned in the booking details or accommodation unit's registration form.

- (3) The tourism entity operator shall provide an option for tourists to pay the Tourism Sustainable Development Fee as part of the online booking process on the unit's website.
- (4) For offline bookings, the Tourism Sustainable Development Fee may be collected via digital/cash payment during the check-in process.

Issuance of Memento Certificate

76. A soft copy of the memento certificate shall be presented to the tourist as a remembrance for visiting the State of Sikkim which shall be directly forwarded to the E-mail or WhatsApp address of the tourist.

Fee applicability

- 77. (1) The fee shall be applicable per individual tourist, not per room or booking.
 - (2) The fee shall be applicable only to guests staying overnight at the property.

Fee validity

78. The fee once paid shall be valid for a period of maximum 30 (thirty) days or till his exit from the State whichever is earlier. For every re-entry to the State after exit even within the prescribed period of 30 (thirty) days, the tourist shall be liable to pay a new Tourism Sustainable Development Fee.

Exemptions

79. Children under 5 (five) years of age, government employees on duty and locals shall be exempted on production of valid identity card and office order.

Payment and recordkeeping

80. Payment and recordkeeping shall be maintained through software application platform "ATITHI- Guest Information System, Sikkim" a dedicated online register to record the details of tourists and the fund collected.

Display of information about Tourism Sustainable Development Fund

81. The tourism entity operator shall mandatorily display information about Tourism Sustainable Development Fund prominently at the reception area, website, or booking portals.

Duration to deposit the fee collected

82. The tourism entity operator shall ensure the reporting of information of fee collected is furnished to the Tourism and Commercial Tax Division of Finance Department, Government of Sikkim on regular intervals and the fund collected should be transferred on every Monday into a designated government account.

Audit and penalties

83. The department may conduct random online audits of the tourism entities periodically and those failing to comply with online fund

collection and deposit shall be imposed a fine of Rs 5,000/-forthefirst month, Rs 10,000/- for the second month and shall lead to de-registration of the entity for non-compliance of the directives for 3 (three) consecutive months.

CHAPTER VIII

MAINTENANCE AND MANAGEMENT OF TOURISM INFRASTRUCTURE AND ASSETS

Leasing process 84. and conditions.

- (1) All the newly constructed assets or the existing assets proposed to be leased shall be notified in a form of Notice Inviting Lease Tender as per Sikkim Financial Rules 1979 in the newspapers or public places under the signature of the tendering authority. The same shall also be uploaded in the web portal.
- (2) Any individual or firm debarred or blacklisted by any government department for any reasons or convicted by any Court of law or having records of defaults of any manner in the past shall not be eligible to take part in the lease tender. If such records are found against any individual or firm even after completion of the lease tender, such bids shall stand cancelled and the security deposits of such individual or firm shall be forfeited. Any individual or firm against whom any legal action has been initiated for default in lease payment or any issues relating to leasing of assets, shall not be allowed to participate in the lease tender for minimum period of 3 (three) years.
- (3) A bidder can apply for one or more properties. However, a separate tender form, Earnest Money Deposit and tender documents and other documents is required to participate in the lease tender for each property.
- (4) The bidder shall sign all the pages of the lease tender documents including the Annexure and undertakings provided with the tender documents. No single tender shall include lease bid for more than one property being leased, but anyone who wish to bid for more than one asset shall submit a separate tender for each asset.
- (5) The bidder shall submit the lease tender bid in sealed envelope superscripted with the name of the property and the name and address of the bidder. The sealed envelope shall contain two separate covered envelopes, the first inscribed with "Technical Bid", which shall contain all other documents including the documents to fulfil the requisite eligibility criteria, signed tender documents and the Earnest Money Deposit (EMD) or Fixed Deposit Receipt in favour of Chief Accounts Officer, Tourism and Civil Aviation Department, Government of Sikkim and the second envelope inscribed with "Financial Bid", which shall contain the complete tender form, where the bidder has quoted his lease offer.

- (6) The lease tenders shall be opened on the day and time specified in the notice inviting lease tender by the tender opening/ evaluation committee in the presence of the bidders or their representatives who wish to be present during opening of the lease tender.
- (7) The envelope containing technical bid will be opened first and the envelope containing financial bid shall be opened in respect of those bidders only who have qualified in the technical bid. If the bidder fails to qualify any of the criteria in the technical bid, his financial bid will not be opened and his lease bid shall be rejected.
- (8) The conditional or incomplete lease tenders shall be summarily rejected. Tenders not conforming to the conditions as per notice inviting lease tender shall be rejected.
- (9) If the tenders opening day happens to be holiday, the same shall be accepted and opened on the next working day. The result with the bid details shall be uploaded in the web portal by the Department.
- (10) The property shall be leased to the bidder who has offered highest bid in terms of monthly/yearly lease rent. However, in case if the highest bidder backs out and expresses his inability to take the property for any reason whatsoever, his security deposit shall be forfeited. In such case, second highest bidder shall be given the offer in the rate of the 1st bidder if it is deemed justified in terms of financial gain and other technical considerations and in case the second highest bidder also backs out and does not express his willingness to take the property on lease, the department after careful assessment of the other lease bids received may invite the 3rd highest bidder in the rate of the 1st bidder for leasing of the property before calling for a fresh lease tender.
- (11) The list of 3 (three) highest bidders shall remain valid for a period of 2 (two) yearsbut, there is no need to retain security deposit in case of L2 and L3 bidders. The above shall also apply in case of termination of the lease agreement due to situations arising out of default, legal issues or death of the lessee (with no authorised successors or legal heirs), however, same shall be valid only for 2(two) years. If such decisions are taken after the expiry of second year, a fresh tender shall be invited for lease.
- (12) The department shall have the authority for changes or amendments in the tender documents, which shall be notified.
- (13) The department reserves the right to accept or reject any or all lease tenders including the highest bid or withdraw the site of the tender at any stage without assigning any reasons.

Eligibility criteria for participating in tender

85.

- (1) For smaller assets with valuation below 5 (five) crores which shall be leased out through Gram Panchayat Unit level or State level tender:
 - (a) possession of valid Sikkim Subject or Certificate of Identification (COI) of the participant;
 - (b) address proof and ID proof of the bidder within the territorial jurisdiction of the Municipal bodies, Gram Panchayat or Pipon as the case may be, if lease tender notice has indicated the eligibility of the bidders from respective territorial jurisdiction;
 - (c) the bidder should not be a government employee (either working under temporary capacity or under the regular establishment of the Government).
- (2) For larger assets with valuation above 5 (five) crores considered for being leased out through National Level tender:
 - (a) Memorandum of Association in respect of company, society, trust or firm;
 - (b) address proof and ID proof of the owner or details of the board of directors of the company, society, trust or firm;
 - (c) audited balance sheet from a Chartered Accountant of the last 3(three) years in case the bidder is a registered firm or a cooperative society;
 - (d) the bidder should not be a government employee (either working under temporary capacity or under the regular establishment of the Government).
- (3) For larger assets with valuation above 5 (five) crores considered for being leased out on Public -Private Partnership mode:
 - (a) Memorandum of Association in respect of Company, society, trust or firm;
 - (b) address proof and ID proof of the owner or details of the board of directors of the company, society, trust or firm;
 - (c) audited balance sheet from a Chartered Accountant of the last 3 (three) years in case the bidder is a registered firm or a cooperative society;
 - (d) DPR (Detailed Project Report) in respect of the land to be utilized.
 - (e) the bidder should not be a government employee (either working under temporary capacity or under the regular establishment of the Government);
- (4) For Assets requiring certain technical requirements proposed to be leased out:

- (a) Memorandum of Association in respect of Company, society, trust or firm;
- (b) address proof and ID proof of the owner or details of the board of directors of the company, society, trust or firm;
- (c) audited balance sheet from a Chartered Accountant of the last 3(three) years in case the bidder is a registered firm or a cooperative society;
- (d) proof of experience in operating such entities;
- (e) details of manpower along with experience certificate of those manpower to be hired for operating such entities;
- (f) the bidder should not be a government employee (either working under temporary capacity or under the regular establishment of the Government);
- (g) Other requirements as may be notified on need basis.
- (5) For leasing out the department's land:
 - (a) Memorandum of Association in respect of Company, society, trust or firm;
 - (b) address proof and ID proof of the owner or details of the board of directors of the company, society, trust or firm;
 - (c) audited balance sheet from a Chartered Accountant of the last 3 (three) years in case the bidder is a registered firm or a cooperative society;
 - (d) DPR (Detailed Project Report) in respect of the land to be utilized:
 - (e) The bidder should not be a government employee (either working under temporary capacity or under the regular establishment of the Government):
- Security deposit 86. (1) The Earnest Money deposited by the lessee in the form of Temporary Deposit Receipt or Fixed Deposit Receipt for Bid Security, shall form a part of Security Deposit in the form of Temporary Deposit Receipt or Fixed Deposit Receipt or Irrevocable Bank Guarantee (B.G) issued by a scheduled bank operating in Sikkim in favour of the Chief Accounts Officer, Tourism and Civil Aviation Department, Government of Sikkim;

Provided that, in the event the asset is leased out without tender, 6 (six) month's lease rent shall be calculated as security deposit.

(2) The security deposit submitted to the department by the lessee shall be refunded to the lessee on expiry of the period of lease if there are no outstanding dues or default in payment of lease rent by the lessee. In the event of any default in payment of rent amount or any recovery to be realized from the lessee by the department, the same shall be recovered from the security amount deposited by the lessee. Further, any damages to the property, furniture and fixtures shall also be met up from the security deposit. In case of expenses on restoring the damages surpassing the deposited amount, the lessee shall be liable to pay the additional amount as per the assessment report prepared by the engineering cell of the department.

Offer validity period

87. The bid offer shall remain valid for a period of ninety (90) days from the date of submission (Offer Validity Period). Such validity period may be extended for an additional period as per the discretion of the department.

Signing of lease agreement

88. A lease agreement between the department and the lessee which shall govern all the modalities involved in leasing out of the Asset in terms of revenue, lease period, maintenance, safety and security etc. shall duly be executed and signed by both the parties to the lease agreement.

For all assets leased out by the department, the lease agreement shall serve as registration certificate with the department. However, the lessee has to mandatorily submit a copy of trade license issued by the concern authority along with other requisite documents prior to issuance of Commencement document.

The lessee shall be abided by the clauses in the lease agreementandin case of any violation of clauses/terms and conditions mentioned in the lease agreement by the lessee, the department shall have the absolute right to terminate the said lease agreement.

Duration of lease 89.

The period of lease shall be of 5 (five) years inclusive of the gestation period (if any). The lease period for longer terms at the time slab of 15 (fifteen) years, 22 (twenty-two) years and up to 33 (thirty-three) years may be considered, depending upon certain factorslike size of the asset, its present statusor limit of the investmentthe lessee is likely to incur. The lease period for longer terms shall be decided on the basis of the report along with the recommendation of the committee constituted for the said purpose by the department. After the expiry of the lease period/ term, the lessee shall immediately hand over the peaceful possession of the asset, irrespective of legal issues still standing between the lessee and the department. Further, the lessee shall be liable to pay the monthly rent till the day the property has been officially handed over to the department and if the lessee refuses to do so, the Prescribed Authority or any officer authorized to exercise power or performance of duties conferred or entrusted to him or in pursuance of the objects and provisions of the Act shall have a right to seal the property till a case of eviction is filed in the office of the concerned District Collector.

Transfer of names in the electricity bills to be paid in respect of the leased-out property

90. After signing of the lease agreement, it shall be the duty of the lessee to apply in the prescribed manner to the concerned departments for changing the name in the electricity and other bills for charges incurred by the concerned agency (lessee) in respect of the leased-out property with status as 'lessee' indicated against the name of the lessee.

Gestation

- 91. (1) A gestation period of 6 (six) months within the lease period shall be considered for the purpose of taking necessary preparatory works to prepare the leased-out property fit for commercial operation and during that period, the lessee shall not be liable to pay the monthly rent amount.
 - (2) The payment of other charges such as Goods and Services Tax (wherever applicable), water, sewerage, garbage, electricity bills etc. should compulsorily be paid by the lessee even during the gestation period. The gestation period for more than six (6) months needed for larger properties shall be decided on the basis of the report along with the recommendation of the committee constituted for the said purpose by the department.
 - (3) Such gestation period shall be decided on case-to-case basis as per the size of investment the lessee is likely to incur to make the property fit for commercial use or for the purpose of value addition that may deem justified for improving the tourism property and enhancing the business. Such, long term gestation period shall also apply at the time of leasing out of the assets which are incomplete or abandoned due to any reasons and leasing is conducted on "as is where is" basis. However, the maximum gestation period shall not exceed 1 (one) year from the date of signing of the Lease agreement. For gestation period exceeding 1 (one) year, approval of the government has to be obtained.

Commercial operation

- **92.** (1) The lessee shall operate the property only for the purpose for which it has been leased.
 - (2)The lessee shall start the commercial operation of the leased property within 1 (one) month after the lease period has commenced or from the date of signing of the lease agreement whichever is earlier. In case the lessee has been allowed gestation period to undertake necessary preparatory works to make the property fit for commercial operation, the lessee shall start the commercial operation of the leased property within 15 (fifteen) days after the expiry of the gestation period. However, the Lessee on his inability to run the business, the same shall be informed to the department in a written form and hand over the leased-out property to the department immediately. If the lessee fails to notify or inform about his inability to run the business in the leased-out property, the lessee shall be liable to pay the cumulative rent arrears till the date of handing over of the leased property to the department.

Subletting of the 97. leased-out property

The lessee shall not transfer or subjet the property or any of its parts or assets to any third person, party or company.

Termination of lease

- 98. The lease may be terminated on the following grounds; namely: -
 - (a) if the lessee violates any of the terms and conditions stipulated in the lease agreement;
 - (b) such other circumstances as the department and the lessee may mutually agree in writing;
 - (c) by serving prior notice of at least 2 (two) months by either party duly assigning justified reasons thereof;
 - (d) on issuing notice by the department to the lessee to correct any particular defect or irregularity and the lessee fails to correct such defects or irregularity within a reasonable period of time;
 - (e) if it is found that the property has been obtained by suppression of any material fact (s) or mis-statement or misrepresentation or fraud, the department shall have right to take back the property and the facility thereon along with the fixtures put in by the second party without any compensation, whatsoever, including refund of the rental premium paid till the date of the termination;
 - (f) if the lessee fails to deliver any or all of the obligations within the period of the lease or any extension thereof granted;
 - (g) upon death of the lessee, however, if there are authorized successors or legal heir having power of attorney of the lessee as per law, they can, if they desire, seek to continue with the lease if the said lease period has not yet expired subject to approval granted by the department. In such cases, the death of the lessee should be reported within 1 (one) month by producing death certificate by the authorized successor or legal heir;
 - (h) in the absence of authorized successor or legal heir having power of attorney of the lessee as per law, the department shall automatically terminate the lease deed agreement;
 - (i) if the lease agreement is terminated within 2 (two) years from the date the asset has been leased out and since the panel list of the validity is maintained for 2 (two) years, the department may invite 2ndhighest bidder to operate the Property at the rate of the 1st highest bidder till the expiry of the original lease period in order to avoid any financial loss. In case the 2nd highest bidder also fails to submit his/her willingness to take the Property on lease within 15 (fifteen) days' time, the department after careful assessment of the received lease bids may invite the 3rd highest bidder at the rate of the 1st highest bidder for entering into lease agreement if it is deemed justified in terms of financial gains and other technical considerations before calling for a fresh lease tender. However, in case the lease agreement is terminated after the expiry of 2 (two) years, a fresh lease tender shall be invited;

(j) in case there are no bidders, the grant of lease may be considered on the basis of applications received by the department, if justified, in terms of financial gains and other technical considerations.

Extension of lease period

99.

- The lessee shall in no case have the right to claim for extension after expiry of the lease period and the extension shall be at the sole discretion of the department. The same if considered shall be on the basis of the factors including performance of the lessee in terms of timely payment of the leased rent, successful operation and maintenance of the leased property, compliance of directions issued by the Government from time to time, cleanliness, health and hygiene, submission of No dues or No Objection Certificate from Power and Sewerage departments, Goods and Services Tax clearance certificate etc. Prior to giving such extension, a mandatory inspection of the property shall be conducted.
- (2) In the event that the lease period is not extended for any reason whatsoever, the lessee shall handover the leased property including any additional standing property built or added by the lessee at his own cost to the department without raising any claim for compensation in respect of the same.

Employment

- 100. (1) The lessee shall have the rights to hire employees at the leased property at his risk and discretion on the basis of requirement in the said property. However, preference should be given to the local people (Sikkim Subject Certificate, Certificate of Identification holder and Residential Certificate holders in municipal areas considering 70% of employment at the property from among the aforesaid locals.
 - (2) The lessee shall provide a list of such hired staff with their labour Identity card containing their proper details to department for record. The lessee shall also submit the Photo Identification Certificate of such hired staff with their designation to the respective departments of the State Government as per the provisions of the Law.
 - (3) The lessee shall provide labour identity cards or name tag for all the staff engaged at the property within 1 (one) month from the date of their engagement.
 - (4) The lessee shall strictly follow the Labour Laws in force within the State of Sikkim and any rules, regulations or notifications issued by the State Government while giving employment to his staff at the leased property. The lessee shall abide to the notification of the Labour Department to register the non-local labours with Labour Department, Government of Sikkim.
 - (5) The lessee shall accept full liability towards the wages, provident funds, bonus, leave rules and other obligations of its employees

and staff at the property under the law or any specific conditions to this regard that may be extended or imposed by the State Government from time to time.

(6) No child labour of any kind shall be allowed within the leased property and if such incident is found, it shall be dealt as per the relevant laws of the country including the local laws of the State of Sikkim.

Handing over of asset after completion of lease term

- 101. (1) The lessee on completion of the tenure of the lease or in case of termination order issued on breach of any clause of the lease agreement, shall hand over the property back to department along with the inventory of furniture and fixtures handed over.
 - (2) The lessee shall submit no dues certificate from Power/ Sewerage/Public Health Engineering and Taxes (GST) departments.
 - (3) In case of natural calamities and major damages incurred to the asset, the lessee if willing to terminate the agreement should in writing inform his inability to run the business and handover the asset immediately to the department.
 - (4) The lessee shall be liable to pay the monthly rent and other bills till such information in writing is submitted to the department. If at all the lessee seeks for extension, same has to be submitted in writing and approval has to be solicited within two months (02) prior to the expiry to lease term.
 - (5) No applications for extension shall be entertained after the expiry of lease term and the lessee is mandatorily liable to hand over the property after the expiry of lease term failure to abide by which a legal course of action shall be initiated for eviction.

Extension or 102. (1) handing over to a new lessee

- The lessee if interested to run the asset for second term should apply for extension at least 2 (two) months in advance from the date of expiry of lease term. No application after the date of expiry of lease term shall be entertained.
- (2) On the basis of performance of the lessee with consideration given to timely payment of rent, maintenance and upkeep after inspection and other achievements and awards, the department shall decide whether extension should be given to the previous lessee or whether the same should be tendered to a new lessee.
- (3) The lessee in order to qualify for extension should mandatorily submit No dues or No Objection Certificate from Power and Sewerage departments, Goods and Services Tax clearance certificate along with the application. However, in the instance of other applicants, no extension for the same may be considered for more than 2 (two) terms in order to provide equal opportunity to other interested parties. Such decisions for extension shall purely rest in the discretion of the department and with the approval of the Government.

(4) After the expiry of the lease term the asset should be handed over immediately by the lessee, irrespective of legal issues still standing between the lessee and the department. Such issues shall be handled parallel to handing over of the asset to a new lessee after taking legal advice. The lessee shall be liable to pay the monthly rent and other bills till the day the property has been officially handed over. If the lessee refuses to do so, Prescribed Authority or any officer authorized to exercise power or performance of duties conferred or entrusted to him or in pursuance of the objects and provisions of the Act shall have a right to seal the property till a case of eviction is filed in the office of the concerned District Collector.

Leasing of bigger assets

- 103. (1) Larger assets which may need technical available in the State shall be considered for being leased out under appropriate Public Private Partnership arrangement under an appropriate model or agreement.
 - (2) A National level tender shall be called for such assets and firms with experience and expertise related to the type of asset, both from within and outside the State, shall be given preference. Operation and management of the asset including electricity, water, sewerage, garbage bills etc. and Goods and Services Tax registration and payment of Goods and Services Tax shall be the sole responsibility of the lessee.
 - (3) Such Assets shall be run-on profit-sharing basis wherein certain percentage shall be fixed as per the investment of the lessee, gestation and other factors on case-to-case basis.
 - (4) The lessee shall be allowed to make changes on the project structure as per their need at their own cost, subject to prior approval of the department. Such expenses incurred shall be borne by the lessee and they shall have no claims on reimbursement of the cost involved or the structure (furniture and fixtures) while handing back the project to the department.
 - (5) A separate lease deed agreement shall be drafted for such assets on case-to-case basis which shall spell out the guidelines for operation, management and responsibilities on part of the lessor and the lessee.

Transfer of property to other departments or agencies

104. Approval of the Government has to be sought in case the property is proposed to be transferred to other departments or agencies. Such properties can be transferred on a certain minimal monthly rent to be paid as stipulated by the department. The ownership of the property shall remain with the department and the department or agencies taking over the property shall be liable for safety, security, maintenance and management of the property, payment of all the bills and adherence to other terms and conditions as spelt out in the handing/taking certificate.

Amendment

105. These rules may be amended/altered/modified/added by the Tourism and Civil Aviation Department on the recommendation of the state Government.

By order of the Government

C.S RAO (IFS)
Principal Secretary
Tourism and Civil Aviation Department
Government of Sikkim
File No: - GoS/DoT&CAv/10 (728)24-25/TD

$\begin{aligned} & \textbf{FORM-I} \\ \textbf{APPLICATION FORM FOR THE REGISTRATION OF A DEALER} \end{aligned}$

| No | | Date |
|------|---|------------------------------|
| | | Photo of the Applicant |
| To, | | |
| | The Prescribed Authority, | |
| Sir, | | |
| | I/we request that I/we as a dealer and my/our premises know ated atmay be registered under Rule26 of the Sikkim Rep., 2025. The particulars of my business areas mentioned below: | egistration of Tourist Trade |
| 1. | Name of the persons concerned with full address intending to b | e a dealer: |
| 2. | Certificate of Identification/Domicile Certificate | ••• |
| 3. | Name of the tourist area where the dealer is to be registered | ***** |
| 4. | Name(s)of the proprietor(s) | |
| 5. | Partner(s) Director | |
| 6. | Certificate of Identification/Domicile Certificate | *** |
| 7. | Whether the sales staff can speak English fluently, please also can speak foreign language other than English | - |
| 8. | Details of persons employed with educational/technical qualificat | io n |
| 9. | License number under the Sikkim Shop and Commercial Es | stablishment Act, 1969, i |
| 10. | Export Code No | |
| 11. | Foreign exchange license from Reserve Bank of India, if any | |
| 12. | Father's name of the Applicant (in case of proprietorship cond | erns |
| 13. | Telephone numbere. mail /address Website | |
| 14. | Whether owner of building/shop | |
| 15. | Distance in Kms from nearest parking area | |

ACKNOWLEDGEMENT

| 1) | Name of the Applicant: |
|----|-----------------------------------|
| 2) | Fee receipt No. B.R & Challan No: |
| 3) | Date of receipt of Application: |

Signature of Official (Seal of Office)

Required Documents (Attested copies)

- 1. SSC/COI/ RC (wherever applicable).
- 2. Occupancy Certificate / Parcha/ Lease Deed.
- 3. NOC from House Owner (if property not in owner's name).
- 4. NOC from Fire, Health, Energy, Power Department, Labour and PHE.
- 5. Memorandum of association in respect of society on trust or companyas firm.
- 6. A copy of Pan card, Aadhar and GST.
- 7. Identity proof of the promoter or manager, person governing business.
- 8. Agreement undertaking for carrying out operations.
- 9. Challan/ B.R. (Head 1452/TD 800 Others)
- 10. Pass Photo 3 numbers.
- 11. NOC from Commercial Tax Department (GST).

FORM - II APPLICATION FORM FOR THE REGISTRATION OF A HOTEL/RESORT.

| No | • | | •• | | Date | | | | |
|----------------|---|---|---|------------------------------|-----------------------|---|---------------------------|------|--|
| | | | | | | | Photo of the Applicant | | |
| To, | | | | | | | | | |
| | The | Prescribed | Authority, | | | | | | |
| Sir, | | | | | | | | | |
| | | • | • | * | - | | | | |
| may k | oe re | egistered | under Rule | 26 of the Sik | kim Registration | n of Tourist | Trade Rule, 202 | 25 | |
| The p | | e of Prop | | | | otel or is a | lready operating | а | |
| | | Residen | tial Address: | | | • | | | |
| 3. 4. 5. | Whet Sikkii | her own b m Subject | ouilding or re | ented: of Identification | on | | | | |
| 6. | | | Hotel Mar | | pacity Building | • | | | |
| 7. | Loca | | of | hotel | with | postal | | | |
| 8. 9. | | blic/Privato nce of Hot Airport: Railway | e limited con tel establishr station: | mpany with connent in Kms fr | pies of Memora om: | indum and A | Article Association | n. | |

10. Detail of accommodation

Guest Room

| SI. No. | Type of Room | No of Room | Television (Yes/No) | Intercom (Yes/No) | Attached baths (Yes/No) | Room Heater (Yes/No) | Central heating system (Yes/No) | 24 hrs. running tap water with Geyser (Yes/No) |
|------------|--------------------------|---------------|------------------------|----------------------|-------------------------------|----------------------------|--|--|
| (a). | Single bed room | | | | | | | |
| (b). | Double bed room | | | | | | | |
| (c). | Suite bed room | | | | | | | |
| (d). | Family suite bed room | | | | | | | Î |
| (e). | Dormitory | | | | | | | |

| 11. | Reception and lounge | Yes /No | (if yes area in sq.ft) | |
|-----|---|---------|------------------------|--|
| 12. | Dinning/Restaurant sitting capacity | yes | No | |
| 13. | Conference, Banquet Hall. | Yes | No | |
| 14. | Facilities for physically challenged persons. | Yes | No | |
| 15. | Provision of cloak rooms for ladies and gents | Yes | No | |
| | Separately in public areas | | | |
| 16. | Water Purifying system | | | |
| 17. | Laundry facilities | Yes | No | |
| 18. | Staff Cafeteria | Yes | No | |
| 19. | Staff staircase | Yes | No | |
| 20. | Staff Uniform | Yes | No | |
| 21. | Emergency exit | Yes | No | |
| 22. | Parking areas- vehicle capacity | Yes | No | |
| 23. | Health club | Yes No | | |
| 24. | Swimming pool | Yes No | | |
| 25. | Library | Yes | No | |
| 26. | Boutique shops | Yes | No | |
| 27. | Garden | Yes | No | |
| 28. | CCTV. Yes | | No | |
| 30. | Kitchen | Yes | No | |
| | (a). Type of Cuisine | Veg. | Non-Veg | |
| | (b). Commercial Gas Connection | Yes | No | |
| | (c). Cold& Dry storage system | Yes | No | |
| | | | | |

| ٥ı, | releprione number | | | | | |
|-------------|---|-----------|-------------------|--|--|--|
| 32. | Website | | | | | |
| 33. | Email address | | | | | |
| 34. | Copy of room tariff, if any, to be enclosed. | Yes | No | | | |
| 35 . | Eco-friendly practices, if any, being followed. | Yes | No | | | |
| 36. | Number of staff employed (Local/Non-local). | | | | | |
| 37. | Name (s) of Manager (s), with educational/ technical qualification | on. | | | | |
| 38. | Details of staff employed with their full permanent address. | | | | | |
| 39. | Use of natural flowers/plants for decoration | Yes | No | | | |
| 40. | Promotion of local handicrafts/handlooms | Yes | No | | | |
| 41. | Garbage disposal system | Yes | No | | | |
| | | e & Signa | ture of Applicant | | | |
| Requi | red Documents for Hotels / Lodge/ Resort/ Guest House | | | | | |
| 1. | SSC/COI/ RC (wherever applicable). | | | | | |
| 2. | Occupancy Certificate / Parcha/ Lease Deed. | | | | | |
| 3. | NOC from House Owner (if property not in owner's name). | | | | | |
| 4. | Pollution Control Board (NOC). | | | | | |
| 5. | NOC from Fire, Health, Energy, Power Department, Labour and PHE. | | | | | |
| 6. | Memorandum of association in respect of society on trust or companyas firm. | | | | | |
| 7. | A copy of Pan card, Aadhar and GST. | | | | | |
| 8. | Identity proof of the promoter or manager, person governing business. | | | | | |
| 9. | Agreement undertaking for carrying out operations. | | | | | |
| 10. | Challan/ B.R (Head 1452/TD 800 Others) | | | | | |

ACKNOWLEDGEMENT

11.

12.

Pass Photo 3 numbers.

NOC from Commercial Tax Department (GST).

| 1. | Name of the Applicant: |
|----|-----------------------------------|
| 2. | Fee receipt No. B.R & Challan No: |
| 3. | Date of receipt of Application: |

Signature of Official (Seal of Office)

FORM - III

APPLICATION FORM FOR THE REGISTRATION OF A BED & BREAKFAST/SERVICE APARTMENT/HOLIDAY HOME ESTABLISHMENT.

| То, | | | | | | |
|--|--|--|--|--|--|--|
| The Prescribed Authority, Sir, | | | | | | |
| I/we request that I/we as a dealer and my/our premises known situated atr Rule 27 and 37 of The Sikkim Registration of Tourist Trade Rule, 202 business are as mentioned below: - | 5. The particulars of my | | | | | |
| Name of the Bed and Breakfast Establishment/Service Apartment home Establishment: | | | | | | |
| 2. Category applied for: | 444131441171111111111111111111111111111 | | | | | |
| 3. Name of the Promoter(s)/Owner (s): | ****************************** | | | | | |
| 4. Complete postal address of the B&B/Service Apartment/Holiday | Home establishment; - | | | | | |
| a) Pin code: | | | | | | |
| b) District: | | | | | | |
| c) Constituency: | | | | | | |
| d) GPU: | | | | | | |
| e) Ward: | | | | | | |
| f) Phone number: | | | | | | |
| g) Email ID: | | | | | | |
| 5. Certificate of Identification/Domicile Certificate: | ficate of Identification/Domicile Certificate: | | | | | |
| Distance of the B&B/Service Apartment/Holiday Home establishm | ent in kms. From: | | | | | |
| a) Airport: | | | | | | |
| b) Railway Station: | | | | | | |
| c) Nearest main shopping centre: | | | | | | |
| d) Nearest bus stand: | | | | | | |

| 7. | Detail | s of the establishment (B&B/Service Apartment/Holiday Home): | | | | | |
|----|--|---|--|--|--|--|--|
| | a) | Area (in sq. meters) with tile-owned/leased (copies of sale/lease deed to be enclosed): | | | | | |
| | b) | Revenue papers regarding ownership. Affidavit in case of co-sharer of house/land | | | | | |
| | c) | Whether clearance obtained from the Police Authorities regarding antecedents of the owner/owners and the proposed activity (copy to be enclosed): | | | | | |
| | d) | Number of rooms and area for each type of room in sq.ft. (single/double/suites): | | | | | |
| | e) | Number of attached baths: | | | | | |
| | f) | Intended start date of commencement: | | | | | |
| | g) | Maximum guest capacity: | | | | | |
| | h) | Proposed pricing structure (per night): | | | | | |
| i) | Details of public areas for the following facilities in sq. ft.: | | | | | | |
| | i. | Lobby/lounge: | | | | | |
| | ii. | Dining space: | | | | | |
| | iii. | Par-king facilities: | | | | | |
| | j) | Additional facilities 'available if any (not mandatory): | | | | | |
| | i. | Eco-friendly facilities: | | | | | |
| | ii. | Facilities for differently-abled persons: | | | | | |
| | k) | Details of Fire Fighting equipment/ hydrants etc. if any: | | | | | |
| | I) | Waste disposal and sanitation compliance: | | | | | |
| 8. | Photographs of the building including interiors showing types of facilities available, bathroom, living room, bedroom, parking etc.: | | | | | | |

Signature of the applicant.

ACKNOWLEDGEMENT

| 1. | Name of the Applicant: | |
|------|--|----|
| 2. | Fee receipt No. B.R & Challan No: | |
| 3. | Date of receipt of Application: | |
| | | |
| | Signature of Official (Seal of Office) | al |
| Requ | ired Documents to be submitted: | |
| (1) | Attested copy of Sikkim Subject/Certificate of Identification; | |
| (2) | Property ownership documents/NOC from House Owner (if required); | |
| (3) | NOC from Fire, Health, Energy &Power department; | |
| (4) | Attested copies of qualification certificates; | |
| (5) | NOC from ward panchayat/councillor; | |
| (6) | B.R. of Rs(Revenue head 1452-Tourism). | |
| (7) | NOC from Commercial Tax Department (GST). | |

FROM-IV

APPLICATION FOR REGISTRATION OF HOMESTAY

| e. No. of beds f. Category applied for (gold/silver/bronze) 9. Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | 1. | Nam | e of applica | nt | | |
|--|--------|--------|----------------------|-----------------------|-----------------|---|
| 4. W/o, D/o, S/o 5. Full address with Pin No i. Constituency: ii. GPU: iii. Ward: iv. District: 6. Mobile No./ Phone No. 7. Name of proposed unit 8. House a. Area of existing house b. Nos. of rooms c. Nos. of bathrooms/toilets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Name: Full Name: Full Name: | 2. | Age | Age · | | | |
| 5. Full address with Pin No i. Constituency: ii. GPU: iii. Ward: iv. District: 6. Mobile No./ Phone No. 7. Name of proposed unit 8. House a. Area of existing house b. Nos. of rooms c. Nos. of bathrooms/tollets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) 9. Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Name: Full Name: Full Address: | 3. | Acad | ademic qualification | | ••••• | |
| i. Constituency: ii. GPU: iii. Ward: iv. District: 6. Mobile No./ Phone No. 7. Name of proposed unit 8. House a. Area of existing house b. Nos. of rooms c. Nos. of bathrooms/toilets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) 9. Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Name: Full Name: | 4. | W/o, | D/o, S/o | | | |
| ii. GPU: iii. Ward: iv. District: 6. Mobile No./ Phone No. 7. Name of proposed unit 8. House a. Area of existing house b. Nos. of rooms c. Nos. of bathrooms/toilets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) 9. Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Name: Full Address: | 5. | Full a | address with | Pin No | | |
| iii. Ward: iv. District: 6. Mobile No./ Phone No. 7. Name of proposed unit 8. House a. Area of existing house b. Nos. of rooms c. Nos. of bathrooms/toilets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) 9. Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Name: Full Address: | | i. | Constitue | ncy: | ******* | |
| iv. District: 6. Mobile No./ Phone No. 7. Name of proposed unit 8. House a. Area of existing house b. Nos. of rooms c. Nos. of bathrooms/toilets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) 9. Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Name: Full Address: | | ii. | GPU: | | ****** | |
| 6. Mobile No./ Phone No. 7. Name of proposed unit 8. House a. Area of existing house b. Nos. of rooms c. Nos. of bathrooms/toilets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) 9. Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | | iii. | Ward: | | | |
| 7. Name of proposed unit 8. House a. Area of existing house b. Nos. of rooms c. Nos. of bathrooms/toilets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) 9. Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | | iv. | District: | | | |
| a. Area of existing house b. Nos. of rooms c. Nos. of bathrooms/toilets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | 6. | Mobi | le No./ Phor | ne No. | • • • • • • • • | |
| a. Area of existing house b. Nos. of rooms c. Nos. of bathrooms/toilets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | 7. | Nam | e of propose | ed unit | | |
| b. Nos. of rooms c. Nos. of bathrooms/toilets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | 8. | Hous | se | | | |
| c. Nos. of bathrooms/toilets d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | | a. | Area of e | xisting house | | |
| d. Additional facilities if available e. No. of beds f. Category applied for (gold/silver/bronze) 9. Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | | b. | Nos. of re | ooms | | |
| e. No. of beds f. Category applied for (gold/silver/bronze) Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | | c. | Nos. of b | athrooms/toilets | | |
| f. Category applied for (gold/silver/bronze) Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | | d. | Additional | facilities if availab | le | |
| B. Distance of Homestay establishment in Km from: a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | e. No. | | No. of be | ds | | *************************************** |
| a. Airport b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | | f. | Category | applied for (gold/s | silver/br | onze) |
| b. Railway station c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | 9. | Dista | nce of Hon | nestay establishn | nent in | Km from: |
| c. Nearest Bus stand d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | | a. | Airport | | | |
| d. Police station/ O.P e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | | b. | Railway s | tation | | •••• |
| e. Nearest Hospital/ Dispensary Yours faithfully Photo of the Applicant Full Name: Full Address: | | C. | Nearest E | Bus stand | | *************************************** |
| Photo of the Applicant Full Name: Full Address: | | d. | Police sta | tion/ O.P | | |
| Photo of the Full Name: | | e. | Nearest H | lospital/ Dispensa | ry | |
| Photo of the Full Name: | ٢ | | | 1 | | |
| Applicant Full Address: | | | | | | Yours faithfully |
| | | | | F | full Name: | |
| | | | | F | ull Address: | |
| Mobile Number: | | | | | N | lobile Number: |

- 1. Sikkim Subject/ Certificate of Identification
- 2. Proof of ownership of house/property/Parcha
- 3. Minimum Class-X passed certificate
- 4. Location plan showing access to the Homestay from the major roads (need not be scale)
- 5. B.R. for Rs_(Head-1452/TD)
- 6. Photo 3 Nos. (Passport size)
- 7. Photo of Homestay 5 Nos. (from different angles)
- 8. Panchayats/Councillors Recommendation
- 9. Category: Private/ Government.
- 10. GST clearance certificate:

ACKNOWLEDGEMENT

| 1. | Name of the Applicant: |
|----|-----------------------------------|
| 2. | Fee receipt No. B.R & Challan No: |
| 3. | Date of receipt of Application: |

Signature of Official (Seal of Office)

FORM-V

APPLICATION FOR REGISTRATION OF OUTDOOR

PHOTOGRAPHER

| No | | Date |
|---------|---|---------------------------|
| | | |
| | | |
| To, | | Photo of the Applicant |
| | The Prescribed Authority, | |
| Sir, | | |
| Outdo | I/We request that I/we would like to be registered under the lor Photographer, under Rule 39 of the Sikkim Registration of Tour | • |
| 1. | Name | |
| 2. | Date of Birth | |
| 3. | Domicile Certificate/Certificate of Identification. | |
| 4. | Educational Qualification | |
| 5. | Certificate-in-photography for outdoor-photographer | |
| 6. | Residential Address | |
| 7. | PermanentAddressfor correspondence. | |
| 8. | Experience, if any, | |
| 9. | Telephone/Mobile No. | |
| 10. | License issued by competent authority, if any. | |
| Applica | ation No | |
| Date | Sign: | ature of the Applicant. |

ACKNOWLEDGEMENT

| 9. | Name of the Applicant: |
|-----|-----------------------------------|
| 10. | Fee receipt No. B.R & Challan No: |
| 11. | Date of receipt of Application: |

Signature of Official (Seal of Office)

Documents to be submitted:

- 1) Sikkim Subject/ Certificate of Identification
- 2) Education qualification (Minimum Class-X passed certificate)
- 3) Training Certificate Issued by a certified authority.
- 4) Experience certificate.
- 5) B.R. for Rs..... (Head-1452/TD)
- 6) Photo 3 Nos. (Passport size)
- 7) Panchayats/Councillors Recommendation
- 8) GST clearance certificate:

FORM-VI

APPLICATION FOR REGISTRATION OF A TRAVEL AGENT/TOUR OPERATOR.

| МО | • | *************************************** | | Date | | |
|-------|---|---|---|---|--|--|
| To, | | | | Photo of the | | |
| | The | Prescribed Authority, | | Applicant | | |
| Sir, | | | | | | |
| | | | | | | |
| | I/We | request that I/we may be | registered as a TravelAgent | under Rule 42 of the Sikkim | | |
| Regi | stration | of Tourist Trade Rule, 202 | 25 for | The particulars required for | | |
| the p | urpose | are given herein after: - | | | | |
| 1. | Nam | e of the applicant with addr | ess (Capital letters) | | | |
| 2. | Dom | icile Certificate/Certificate of | Identification | ••••• | | |
| 3. | Nam | e of the firm | | ••••• | | |
| 4. | Whe | ther the firm is a proprietary | /partnership/privateor public | or public Ltd. Co: | | |
| 5. | Nam | es of Director/Directors/Partr | er/Partners: | | | |
| 6. | Loca | tion, size and standard of o | ffice, | 401444999499999999999999999999999999999 | | |
| 7. | Stan | dard of furniture | *************************************** | *************************************** | | |
| 8. | | cational Qualification/ Teagement/Capacity Building T | chnical qualification.Certifi raining. | icate of Tourism & Travel | | |
| 9. | | ails of persons employed ments (Local/Non-local). | with educational/technica | l education.,supported by | | |
| 10. | Exac | exact location of the office with postal address. | | | | |
| 11. | Cate | ategory applied for (A/B/C/D/General): | | | | |
| 12. | Indic | ate the activities undertaker | by the firm:- | | | |
| | (a) | Travel arrangement: | | *************** | | |
| | (b) | Sight seeing: | ************************************** | *************************************** | | |
| | (c) | Hotel booking: | *************************************** | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | |
| | (d) | Air Booking: | *************************************** | | | |
| | (e) | Any other activities: | | *************************************** | | |
| | (f) | Reputation experience an | d efficiency of Travel Agent | / Excursion Agent | | |
| 13 | GST | Clearance Certificate | | | | |

| 14. | Ecofriendly practices and any other facilities, promotion of Sikkimese handicrafts and handloo waste disposal | oms/Rain water harvesting/ Permaculture | | | |
|-------|---|---|--|--|--|
| 15. | Whether affiliated to any other Association | | | | |
| 16. | Telephone number (s)E.Mail Address | | | | |
| | Website: | | | | |
| 17. | Whether own building or rented: | | | | |
| 18. | Grade applied for. | | | | |
| 19. | Insurance of company: | (Yes/No) | | | |
| | • | , | | | |
| 20 | Insurance of guest: | (Yes/No) | | | |
| | | Yours faithfully, | | | |
| | | (Signature of the Applicant) | | | |
| | ACKNOWLEDGEN | IENT | | | |
| 1. | Name of the Applicant | | | | |
| 2. | Fee receipt number B.R.No /Challan | *************************************** | | | |
| 3. | Date of receipt of Application | | | | |
| | | | | | |
| Dogui | ired Documents: | SignatureofOfficial (Seal of Office) | | | |
| (1) | Attested copy of Sikkim Subject/Certificate of Ide | entification: | | | |
| (2) | Copy of Aadhaar, Pan Card | | | | |
| (3) | Identity & address proof of promoter/manager. | | | | |
| (4) | Passport size photo - 3nos | | | | |
| (5) | Property ownership documents/NOC from House | Owner (if required); | | | |
| (6) | NOC from Fire, Health, Energy & Power departr | nent; | | | |
| (7) | Attested copies of qualification certificates; | | | | |
| (8) | NOC from ward panchayat/councillor; | | | | |
| (9) | B.R./Challan. | | | | |
| (10) | GST clearance certificate; | | | | |
| (11) | Insurance certificate of company; | | | | |

FORM VII

APPLICATION FOR REGISTRATION FOR ADVENTURE TOUR OPERATOR.

| To, | | | | |
|-------|---|----------|---------------------|------------------------|
| 10, | The Prescribed Authority Tourism &Civil Aviation Departme Government of Sikkim Tadong, Gangtok District | ent | | Photo of the Applicant |
| Sub: | Registration for Adventure sport | operator | • | |
| Sir, | | | | |
| under | I/ we would like to request that I/ rule 44 of The Sikkim Registration | | | , |
| i. | Name of applicant | : | | |
| 2. | S/o, D/o, W/o | : | | Gender: M / F: |
| 3. | Certificate of Identification/SSC | : | | |
| 4. | Registered address of the | | | |
| | (Adventure Tourism Centre) | • | | |
| 5. | Correspondence address | : | | |
| 6. | Contact number | : | | |
| 7. | Email Id | : | | |
| 8. | Name of the Organization | • | | |
| 9. | Type of organization | | Cala Describeration | |
| | | Ш | Sole Proprietorship | |
| | | | Partnership | |
| | | | Company | |
| 10. | If partnership /company Agreemer | nt/MoU 1 | to be submitted : | |
| 11. | Whether own building or rented : (If rented rent deed) | | | |
| 12. | GST registration detail of operator | • | | |
| 13. | PAN card details of the operator | | | |
| 14. | Qualification (a) Academ | ic: | | |
| | (b) Technic | al· | | |

15. List of activities conducted by the operators :

| SI. No. | Adventure | Act | Activity | |
|---------|---------------------|-----|--------------------------------------|--|
| 1 | Land base activity | | Off Roading tours (Atv, Motor Cycle) | |
| | | | Trekking | |
| | | | Cycling tour | |
| | | | Zipline/ Traverser | |
| | | | Rope course(High/Low) | |
| | | | Camping/outdoor pursuits | |
| | | | Rock climbing | |
| | | | Bungee jumping | |
| | | | Mountain expedition | |
| | | | Nature walk | |
| | | | Mountain biking | |
| | | | Skiing | |
| | | □ | Go kart | |
| 2 | Air base activity | | Paragliding | |
| | | | Hand gliding | |
| | | | Hot air ballooning | |
| | | | Para Jumping | |
| | | | Para Motor | |
| | | | Ultra craft/Micro light flying | |
| 3 | Water base activity | | River rafting | |
| | | | Kayaking | |
| | | | Pedal boat | |
| | | | Fishing | |
| | | | Water sports centers | |
| | | | Row Boat | |
| | | | Boat rides | |

| 16. | Staff Strength | : |
|---------------|---|---------------------------------|
| 17. | Qualification details of the staff (a) Academic | : |
| | (b) Technica | l: |
| 18. | List of Equipments (Quality, Manufacture details, year of procurement, maintenance detail, certification) | : |
| | Safety gear/equipment | |
| | Rescue gear/equipment | |
| | Adventure activity equipment's | |
| 19. | Detail of the insurance coverage of proprietor | : |
| 20. | Medical facilities available | : |
| | • | |
| | | |
| Place: | | Yours faithfully |
| Date: | | |
| D 4.0. | | (Name & Signature of applicant) |
| | | |
| | ACKNOWLEDGEMENT | |
| | | |
| 1. | Name of the Applicant | |
| 2. | Fee receipt number B.R.No /Challan | |
| 3. | Date of receipt of Application | |
| | | |

Signature of Official (Seal of Office)
Required Documents:

FORM VIII

APPLICATION FOR REGISTRATION OF GUIDE

(see rule 46)

| To, | | | | |
|----------------|---|--------|--------------------|---------------------------|
| | The Prescribed Authority Tourism & Civil Aviation Departn Government of Sikkim Tadong, Gangtok District | nent | | Photo of the Applicant |
| Sub: | Registration for Guides. | | | |
| Sir, Sikkim | I/ we would like to request that Registration of Tourist Trade Ru | | egistered as Guide | s under rule 48 of The |
| 1. | Name of the Applicant | * | | |
| 2. | Date of Birth | | Gender: | M/F : |
| 3. | Residential Address With Pincode | • | | |
| 4. | District | • | | |
| 5. | Contact number | * * | | |
| 6. | Email Id | * | | |
| 7. | Education Qualification | • | | |
| 8. | Application for | | | |
| | ☐ Tour Guide | | | |
| | ☐ Birdwatching Guide | | | |
| | ☐ Trekking Guide | | | |
| | ☐ Cultural Guide | | | |
| | ☐ Mountaineering Guide | | | |
| 9. | Language known | : | | |
| 10. | Foreign Language (if any) | : | | |

| 11. | Work (Applie | experience as guide ed for) | : | |
|-------|--------------------|---------------------------------|----------------|----------------------------------|
| 12. | Additio | onal Certification if any | : | |
| 13. | Required Documents | | | |
| | | Address proof | | |
| | | Certificate of Identification/S | SSC | |
| | | Education qualification | | |
| | | Experience Certificate | | |
| | | Insurance | | |
| | | Foreign language Proficience | cy Certificate | |
| | | Training Certificate (if any) | | |
| | | Declaration (Form III) | | |
| | | Undertaking (form IV) | | |
| | | | | |
| Place | : | | | |
| Date | • | | | Name & Signature of the Applican |
| | | ACKNOWLE | DGEMENT | |
| 1. | Name | of the Applicant | | •••• |
| 2. | Fee re | eceipt number B.R.No /Challe | an | |
| 3. | Date o | of receipt of Application | | ••••• |

Signature of Official (Seal of Office)
Required Documents:

Annexure 1

CERTIFICATE OF COMMENCEMENT

Certificate No.....

| This is to certify that (Establishment Name), Located at (Address), owned/operated by |
|---|
| (owner/company name), has complied with all statutory requirements, including necessary |
| licenses, safety regulations, and infrastructure standards as per the guidelines of the Tourism |
| and Civil Aviation Department, Government of Sikkim. |

Based on the verification and approval from the concerned authorities, (Establishment Name) is hereby granted permission to commence operations as a registered hospitality establishment, offering accommodation and related services to guests and tourists.

This certificate is issued under the provisions of the applicable tourism and hospitality regulations and shall remain valid until revoked or renewed as per the prevailing rules.

Further, this certificated is issued under section 6, sub -section (1) of the SRTT Act 2024,

Prescribed Authority

Department of Tourism and Civil Aviation

Government of Sikkim

Date of Issue:

Annexure II

CERTIFICATE OF REGISTRATIONOF DEALER GOVERNMENT OF SIKKIM, DEPARTMENT OF TOURISM

| No | Dated: |
|---|---------------------------|
| | |
| This is to certify that Shri | |
| S/o, w/o, d/o | Proprietor/Manager of |
| M/S., has/have been registered under the Sikkim Registration of | Tourist Trade Rule, 2025. |
| This certificate is valid up to:/ | |
| | |
| Date: | |
| Place: | |

(Prescribed Authority)

Department of Tourism and Civil Aviation
Government of Sikkim

Annexure III

CERTIFICATE OF REGISTRATION OF HOTEL/RESORT GOVERNMENT OF SIKKIM. DEPARTMENT OF TOURISM

| No | | | ••••• | •• | | | | | Date. | • | •••• | |
|---|---------|-------------|--------|------------|---------|----------|--------|-----------|---------------------------------|---|--------|---------|
| | This | is | to | certify | that | Hotel | M/s | | | Prop | rietoi | r,Shri/ |
| Smt | | • • • • • • | | S/o | ,W/o | or | | D/o | | locate | d | at, |
| • | | | | | | | | , | District, | Sikkim, | has | been |
| registe | ered as | und | er the | e Sikkim | Registr | ation of | Touris | Trade Rui | es, 2025. | | | |
| | This c | ertifi | cate | is valid u | p to: | /202 | 25 | | | | | |
| Place: | | | | | | | | | Drago | مانه احجان | h 16. | |
| Date: | / | /20 | 025 | | | | | | Prescr # ACivil # GOVERNM | | Depar | tment |

Annexure IV

CERTIFICATE OF REGISTRATION OF BED AND BREAKFAST GOVERNMENT OF SIKKIM. DEPARTMENT OF TOURISM.

| No | D. | ate | |
|--|---|-------------|------------------|
| This is to certify that Bed and Brea | akfast M/s | Proprietor | r,Sh r i/ |
| SmtS/o,W/o or | D/o | located | at, |
| ••••• | District, S | Sikkim, has | been |
| registered as under the Sikkim Registration of | Tourist Trade Rules, 2025. | | |
| This certificate is valid up to:// | | | |
| Place: | | | |
| Date:/2025 | Prescribed Tourism &Civil Av GOVERNME | • | |

Annexure V

CERTIFICATE OF REGISTRATION OF SERVICE APARTMENT & HOLIDAY HOME GOVERNMENT OF SIKKIM. DEPARTMENT OF TOURISM.

| No | | | Date | |
|---|---|--------------------|---|----------|
| This is to certify that Service | Apartment M | /s | Proprieto | or,Shri/ |
| SmtS/o,W/o | or | D/o | located | at, |
| *************************************** | • | Dist | rict, Sikkim, has | been |
| registered as under the Sikkim Regis | tration of Touris | t Trade Rules, 202 | 25 | |
| | | | | |
| This certificate is valid up to: | /2025 | | | |
| | | | | |
| | | | | |
| | | | | |
| Place: | | | | |
| Date:/2025 T | | Tourism &Ci | escribed Authority vil Aviation Depa RNMENT OF SIKI | rtment |

Annexure VI

CERTIFICATE OF REGISTRATION OF A TRAVEL AGENT/TOUR OPERATOR

| This is to certify that M/s | Proprietor. Mslocated |
|--|--|
| at, District, Sikkim, has | been registered under The Sikkim |
| Registration of Tourist Trade Rules, 2025, vide Serial N | No,Registration NoDoT&CAv//25/ |
| H, District:Dated:/2025, as Category This registration certificate is valid up to://. | |
| Place:/2025 | Prescribed Authority Tourism & Civil Aviation Department |

Annexure VII

NOTICE FOR REFUSALOF REGISTRATION

| No | | Dated: |
|--------|--|--------|
| To, | Shri | |
| | | |
| | | |
| | Whereas you have applied for registration as | |
| But as | s you have failed to fulfill the following conditions: - | |
| | 1. | |
| | 2. | |

Now, therefore, you are hereby served with a notice as to why registration should not be refused on grounds specified above. Your reply should reach the office of Prescribed Authority, Tourism Department, Government of Sikkim, Gangtok, within a period of 15 days from the date of issue of this notice, failing which your registration request shall be summarily rejected and no further communication will be made.

Prescribed Authority
Tourism & Civil Aviation Department
GOVERNMENT OF SIKKIM

Annexure VIII

NOTICE FOR CANCELLATION OF REGISTRATION

| No | Dated: |
|--|-------------------------------|
| То, | |
| *************************************** | |
| *************************************** | |
| Registration No. | |
| Whereas your name is liable to be removed from the Register Sikkim Registration of Tourist Trade Rule, 2025 on the following grounds: | |
| 1. | |
| 2. | |
| 3. | |
| Now, therefore, a notice is hereby given to you to show cause days from the date of receipt of this notice as to why your /firm name s from the register on the grounds specified above, failing which will be prothing to say in this matter and the order will be passed Ex-parte. | hould not be removed |
| Date: Place | Prescribed Authority) SEAL |

Annexure iX

To,

The Deputy Director
Tourism and Civil Aviation Department
Government of Sikkim
Gangtok

UNDERTAKING

I have read and understood all the terms and conditions of the Sikkim Registration of Tourist Trade Act, 2025, and hereby agree to abide by them. The information and documents provided are correct and authentic to the best of my knowledge. I am also willing to undergo any training program conducted periodically by the department or service provider to improve the service in my homestay.

Signature and name of the owner, (in block letter)

Place:

Date

Annexure X

UNDERTAKING

To,

Place:

The Prescribed Authority
Tourism &Civil Aviation Department
Government of Sikkim
Tadong, Gangtok District

I have read and understood all the terms and conditions mentioned in the guideline with respect to the approval and registration or renewal of the Registration and hereby agree to abide by me. The information and documents provided are correct and authentic to the best of my knowledge and belief and nothing material has been concealed therein. I am well aware that concealment of facts and giving false information or concealment of facts herein.

I will be liable for the civil and criminal action under the relevant provision of law.

I also undertake that the registration availed by me by furnishing such false information or concealment of facts shall be liable to be summarily cancelled with prescribed punishment.

| Date : | |
|--------|--------------------------|
| | Signature of application |
| | Name: |
| | Address and contact no: |
| | E mail ID |

ANNEXURE - XI

SUSTAINABLE PRACTICE DECLARATION

I/We solemnly pledge and reiterate our commitment to conduct our business in a manner that befits the cultural and ethos of our rich culture and diversity, and the tolerant and accommodating nature of our multicultural society and protects all individuals, especially women and children from all derogatory acts which are contrary to the spirit of our country.

I/we here by commit to abide by the code of conduct for safe and honourable Tourism.

Recognizing that earth resource is finite and fragile. I/ We further pledge to fully implement sustainable tourism practices, consistent with the best environment and heritage protection standards such that my/our present tourism resource requirement optimize both local community benefit and future sustainable uses.

| Data | |
|--------|--------------------------|
| Date : | Signature of application |
| | Name: |
| | Address and contact no: |
| | E mail ID |

Place:

Annexure XII

UNDERTAKING FOR ADVENTURE TOUR OPERATORS.

I declare that, all information provided in the form is true. I am responsible for the details and data provided in the application form. The equipment mentioned in the document is owned by me. I shall always follow the code and conduct, rules and regulation faid down by Department of Tourism and Civil Aviation, Government of Sikkim, to undertake the operation of "All Terrain Vehicle Operator/ Paragliding Operator" activities in the State of Sikkim.

I shall take the sole responsibility for any accident or injuries to any of the client. My company shall not hold Tourism and Civil Aviation Department responsible for any untoward events occurred during the adventure activities of the client.

| Date | |
|-------|-----------------------|
| Place | |
| | Name of the Applicant |
| | Signature: |

Annexure XIII

CERTIFICATE OF ADVENTURE OPERATER (ALL TERRAIN VEHICLE/ PARAGLIDING)

| l h | s IS | to | certify | that | Mr | | | | • | • |
|---|-----------|----------|-------------|---------|-------------|-------------|----------|---------|---|---|
| • | | | | | ****** | s/o | | | | |
| • | | | | per | manent a | ddress | | | | |
| has been | register | ed as | All-Terra | in Vehi | icle Opera | ator unde | r Sikkim | Registr | ation an | d of Tourist |
| Trade Rule | 2025. | | | | | | | | | |
| | | | | | | | | | | |
| Thi | s registi | ration | is valid fi | rom | | | | till | | *************************************** |
| | | | | | | | | | | |
| Pro | per doc | umen | tation an | d check | king of eq | uipment a | and log | book an | d forma | lities will be |
| done while | renewa | al of re | gistration |). | | | | | | |
| | | | | | | | | | | |
| Adv | enture | sport | cover in | surance | e, report o | of staff ar | nd guid | es must | be sub | mitted while |
| renewal. | | | | | | | | | | |
| DI. | | | | | | | | | | |
| Pla | æ. | | | | | | | | | |
| Dat | e: | | | | | | | | | |
| | | | | | | | | | | |

Prescribed Authority
Department of Tourism & Civil Aviation
Government of Sikkim

ANNEXURE - XIV

LIST OF ADVENTURE SPORTS ACTIVITIES

I. Land Based Adventure Activities

Land based activities that come under the scope of these guideline are those activities where participants are engaged in or are undertraining a joy ride for recreation purposes along with or under the supervision of trained professionals. These activities can be further divided into motorized and non-motorized activities:

Motorized Activities

- Off-Roading Tours (4x4 jeeps, Motorcycle,ATV)
- Go Kart

Non-Motorized Activities

- Trekking
- Mountain expedition
- Zipline/Traverser
- Rope course(High/Low)
- Rock Climbing
- Nature walk
- Mountain Biking
- Skiing
- Camping/Glamping
- Bungee jumping/Hiking

il. Water Based Adventure Activities

Water sports activities that come under the scope of these guidelines are those activities where tourist are engaged in or undertaking a joy ride for recreational purpose along with or under the supervision of trained professionals.

- River Rafting
- Kayaking
- Pedal Boat
- Angling
- Water Scooter

III. Air Based Adventure Activities

Air sports activities that come under the scope of these guidelines are those activities where tourist are engaged in or undertaking a joy ride for recreational purpose along with or under the supervision of trained professionals.

- Paragliding
- Hand Gliding
- Parasailing
- Hot air ballooning
- Para Jumping
- Para Motor
- Ultra craft/Micro Light flying

Annexure XV

Summon or show cause notice

| Ref. No.: | | Date: |
|----------------------------|-----------------------|---|
| То, | | |
| | | |
| | | |
| You are hereby | summoned to a | ppear before me in person, together with your |
| witnesses, on the | at | to show cause against the said application, |
| failing which the said app | olication will be hea | ard and determined ex-parte. |

Name of the Official With Official Seal

Annexure XVIII

CERTIFICATE OF REGISTRATION OF A GUIDE

| This is to certify that MrS/opermanent resident ofhas been |
|--|
| registered asAdventure Tour Operators under The Sikkim Registration of Tourist Trade |
| Rules, 2025Vide Serial NoReg. No |
| This registration certificate is valid up to |
| Place : |
| Date : |

Prescribed Authority
Department of Tourism & Civil Aviation
Government of Sikkim